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ABSTRACT

This document is a guide developed for the Dallas Independent School District's (DISD's) Multiple Careers Magnet Center, which provides special education students with training in standards of work performance and specific occupational skills for successful transition to community life and employment. The document also provides information for data-driven assessment that can be used for special populations and offers program developers a conceptual paradigm of functional vocational assessment and data formats. The guide includes the following six sections: (1) prevocational program model; (2) best practices; (3) correlating curriculum components functional assessments; (4) functional assessment tools and individual profiles; (5) the vocational IEP (Individual Education Plan); and (6) functional assessments as academic excellence indicators for special populations. Fifteen appendixes, which make up most of the document, contain the following: various occupational skills scoring data sheets for building maintenance, building trades, business administration, business support systems, food production, hospitality services, and laundry services occupations; matrixes of the Life Centered Career Education Curriculum with several vocational programs, profiles, and curricula; and samples of the Street Survival Skills Questionnaire Student Profile; the Acquisition of Specific Skill Rating Scale Student Profile, and IEPs for new students, and second- and third-year students. The guide contains 26 references. (KC)

Curriculum Based Functional Vocational Assessment Guide

Correlation of the Life Centered Career Education Curriculum With Specific Occupational Programs, Standards of Work Performance, and Campus Assessment Instruments

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Curriculum Based Functional Vocational Assessment Guide

Correlation of the Life Centered Career Education Curriculum With Specific Occupational Programs, Standards of Work Performance, and Campus Assessment Instruments

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## Introduction

The purpose of this document is to serve as a guide for the program for which it was developed, to demonstrate that data driven assessments can be used for special populations, and to offer other program developers a conceptual paradigm of functional vocational assessment and data formats.

Two years of program planning have been synthesized into this training document. Dr. Quinones developed the formats used in this process and coordinated this team effort. The staff listed on the front cover developed the specific occupation-vocational skill training data and other items for inclusion in our campus program development plan. Our LCCE Media Specialist and our counselor were instrumental in training staff to use profile formats and Vocational IEP formats.

Please note the following interchangeable terms in this document: occupational and vocational; cluster and program; and Dallas Independent School District and Dallas Public Schools.

WAQ

10/30/99

Part I  
Prevocational Program Model

Multiple Careers Magnet Center Programs

The mission of the Dallas Independent School District's (DISD) Multiple Careers Magnet Center (Multiple Careers) is to provide special education students with training in standards of work performance and specific occupational skills for successful transition to community life and employment. To achieve this mission the following goals are addressed: 1] implement best practices for vocational education of individuals with special needs by incorporating *Standards of Work Performance* (i.e., work habits and personal-social adjustment skills) (Riches, 1993) and the *Life Centered Career Education* (Brolin, 1993, 1997) curricula; 2] implement seven Career and Technology Education programs for the Disabled; and 3] implement the local building testing program to obtain information for data driven decisions. The seven Career and Technology Education programs for the Disabled are Building Maintenance, Building Trades, Business Support Systems, Business Administrative Procedures, Food Production, Hospitality Services, and Laundry Services.

The Multiple Careers Magnet Center serves from 100 to 130 students, depending on the severity of each individual's disability. Placement criteria includes the following:

- ◇ Eligible to Receive Special Education Services in DISD
- ◇ Completion of Comprehensive Vocational Assessment
- ◇ Completion of Pre-Application Forms for Multiple Careers
- ◇ ARD/IEP [Special Education Admission, Review, or Dismissal/Individual Educational Plan Meeting] Planning with Parents and Staff from Multiple Careers
- ◇ ARD/IEP Development of an Initial Individual Education/Vocational Plan and Recommendation for a Specific Vocational Cluster Placement
- ◇ Bus Transportation Arrangements by the Home School
- ◇ Copies of ARD/IEP Documents to Multiple Careers.

All students at Multiple Careers are currently eligible for special education services in DISD. Students attend the Multiple Careers Magnet Center for half-day while taking academic courses at their home school.

Career and Technology for the Disabled

Public school vocational programs in the Texas are called Career and Technology Education. The seven vocational training clusters at Multiple Careers are called Career and Technology Education for the Disabled [CTED] courses.

Cluster-Program Descriptions

CTED building maintenance.

Students learn concepts and skills associated with basic building repair skills. These include proper techniques in repairing interior and exterior walls, sheetrock, and minor plumbing

and electrical maintenance. Also, students are provided opportunities to understand and apply the basic principles of building cleanliness and repair needs for building.

#### CTED business support systems.

Students learn to operate equipment used in management, including personal computers and word processors. They gain basic knowledge and skills in using business machines such as the typewriter, electronic calculator, jogger, and copier. Also, they learn to sort, file, distribute mail, perform telephone and receptionist duties, and practice ethical business procedures. Students in this vocational course are also enrolled in CTED Business Administrative Procedures.

#### CTED business administrative procedures.

Students learn general office and clerical procedures with special emphasis on print reproduction. Areas of study include office techniques, ten-key and calculating machine operation, micrographics, business mathematics, oral and written communications, and job application and interviewing. Students become familiar with procedures and equipment used in printing and office duplication. Students in this vocational course are also enrolled in CTED Business Support Systems.

#### CTED food production, management, and services.

Students develop skills in preparing and serving food on a commercial basis in the cluster's cafeteria. They learn to use commercial equipment correctly and safely. They comply with high standards of sanitation in all phases of food handling, grooming, and hygiene. They can learn to coordinate various phases of meal planning, preparation, and serving to ensure customer satisfaction. Students acquire skill in opening and closing, cleaning up, bussing tables, and operating the cash register.

#### CTED building trades.

Students learn basic skills associated with construction trades with emphasis on basic carpentry. Skills are developed in reading simple plans, layout, framing, decking, roofing, sheet rocking, electrical work, and using power tools as well as hand tools. They become acquainted with the basic concepts of purchasing, stocking and inventorying supplies.

#### CTED hospitality services.

Students develop skills in performing routine housekeeping tasks that will enable them to obtain jobs in hotels or motels. They learn to use cleaning equipment and supplies, follow sanitary procedures in performing all types of cleaning tasks, recognize differences in floors for appropriate cleaning methods, clean and sanitize restrooms, recognize differences in fabrics for appropriate laundering, remove and replace bed linens, make beds, prepare and serve meals, and maintain high standards of personal grooming and hygiene.

#### CTED laundry services.

Students learn to sort clothing articles into correct classes, identify stains, use proper spotting agent, launder and press washable items, dry-clean and press woolen and silk items, and make a final inspection of the finished product. Also, the students develop social and counter skills for working with the public.

#### CTED work-based learning, internship, and guided job placement.

Real life exposure to the world of work is an integral part of the student's learning at Multiple Careers. Participation in the transition to work-based learning, internship, and guided job placement experience takes place in the student's third year of training. This experience may take several forms: job shadowing, non-paid internships, and paid internships. The student continues to develop standards of work performance (work habits) and the continued acquisition of specific occupational skills.

#### Campus Improvement Plan (CIP)

The Campus Improvement Plan is the road map for the school. It has been developed with input from staff, parents, and a review of current best practices. The Multiple Careers Magnet Center CIP incorporates the *Life Centered Career Education* curriculum (Brolin, 1993, 1997) and commercial tests of functional vocational behaviors. The CIP is revised annually and is available in every teachers room and the principal's office. Other best practices at Multiple Careers are supported in related professional literature (Brolin, 1993; Brolin, 1982; Brolin, 1976; McCarron, et. al., 1982; Power, 1984;; Smith, et. al., 1995; and Smith & Puccini, 1995).

## PART II Best Practices

### Life-Centered Career Education (LCCE) Curriculum

The LCCE Curriculum (Brolin, 1997; 1993; 1982; and 1976) has been adopted for use for the following reasons: 1) it is currently a best practice and nationally recognized in the field of special education; 2) it is a vocational curriculum and meets the needs of our special population; and 3) it is an inclusion curriculum because its final goal is the transition of students to successfully live and work in the community at large.

The LCCE provides a complete approach to prepare the student for productive and successful transition to community life and work. The LCCE curriculum is divided into three broad competency units: Daily Living Skills, Personal Social Skills, and Occupational Guidance and Preparation.

#### Daily Living Skills

Nine different competencies are identified in this curriculum area. Each competency is focused on teaching the student to manage a home, family and finances as effectively as possible. Reading, math and science are academic subjects covered in Daily Living Skills. For example, reading may involve identifying the correct food item for a recipe, math utilizes measuring the ingredients accurately, and science may address understanding the reaction heat has on cake batter. Each competency is designed to help the student live as independently as possible, whether he/she is living at home or on his/her own. Daily Living Skills is a target area in the Campus Improvement Plan. Competencies include the following: Managing Personal Finances; Selecting and Managing a Household; Caring for Personal Needs; Buying, Preparing and Consuming Food; Buying and Caring for Clothing, Exhibiting Responsible Citizenship, Utilizing Recreational Facilities; and Getting Around in the Community (Brolin, 1997, pp. 12-13).

#### Personal-Social Skills

Personal-Social Skills are developed within seven different competencies. Each competency is focused on developing skills that will help the student to adjust within a community. Independence, self-confidence, socially acceptable behaviors and maintaining personal friendships are four targets of this curriculum area. The development of personal-social skills such as interpersonal relationships and communicating with staff and peers are important work habits needed for successful community employment. Personal-Social Skills is a target area in the Campus Improvement Plan. Competencies include the following: Achieving Self Awareness, Acquiring Self Confidence, Achieving Socially Responsible Behavior, Maintain Good Personal Relationships, Achieving Independence, Making Adequate Decisions, and Communicating with Others (Brolin, 1977, pp. 12-13).

### Occupational Guidance and Preparation

Six competencies address the needs for occupational awareness and counseling, work evaluation, work adjustment, vocational education, job tryouts, job placement, and follow up. The curriculum assists the teacher and student through the process of exploring job possibilities and making occupational choices. Occupational Guidance and Preparation is another target in the Campus Improvement Plan. Competencies include the following: Knowing and Exploring Occupational Possibilities; Selecting and Planning Occupational Choices; Exhibiting Appropriate Work Habits and Behaviors; Seeking, Securing and Maintaining Employment; Exhibiting Sufficient Physical-Manual Skills; and Obtaining Specific Occupational Skills (Brolin, 1997, pp. 12-13).

The late Dr. Brolin has been a consultant to the Multiple Careers and Dallas Public Schools (DPS) Special Education programs.

### Standards of Work Performance

*Standards of Work Performance* (Riches, 1993) is a best practices text describing functional assessments and training in the area of developing appropriate work habits. The text itself also serves as a curriculum guide for teaching work habits such as punctuality, working with supervisors, and observing safety rules. Training methods, assessment procedures, and recommendations for IEP development for 67 work habits are addressed in the text.

Multiple Careers adopted the title of the text as a goal in the school mission statement: to develop standards of work performance (SWP) skills for all of our students. Along with specific vocational skills, these are work habits necessary for successful employment.

### Texas Essential Knowledge and Skills

Texas Essential Knowledge and Skills (TEKS) are the required curricula for foundation and enrichment subjects for students in the state of Texas (Texas Education Agency, 1999). The TEKS are organized by grade and by subject areas. The subject areas are defined as Chapters in the TEKS system. Chapters related to the programs at Multiple Careers are as follows:

- Chapter 120. Business Education
- Chapter 122. Home Economics Education
- Chapter 123. Technology Education/Industrial Technology Education
- Chapter 125. Trade and Industrial Education.

These curricula are adapted for students at Multiple Careers. Teachers have developed a syllabus outlining the adapted curricula. The Acquisition of Specific Occupational Skills (ASOS) rating scales developed for each CTED vocational cluster serve as a syllabus guide and as part of the mid-term and final examination documentation. The ASOS rating scales can be found in Appendices A-G.

### PART III

#### Correlating Curriculum Components and Functional Assessments

These matrices were developed to serve as a graphic chart of the relationship of the LCCE components to the functional assessment tools, standards of work performance, and the specific vocational cluster programs.

##### Matrix of the *Life Centered Career Education Curriculum*, a Community Survival Skills Assessment, and a Functional Vocational Assessment

This matrix compares the LCCE, SSSQ, and WAP as utilized at Multiple Careers. The correlation in the matrix assists the teachers in identifying related curriculum components and areas needing to be included in Vocational IEPs and lesson planning. Although the SSSQ does not correlate directly with all the competencies and subcompetencies of the LCCE, the test provides important information on student skills in the areas of money, measurements, and time. The WAP correlates to subcompetencies in the LCCE related to work habits, such as "Recognizing importance of attendance & punctuality," "Work with others," and "Meet demands for quality work" (Brolin 1997, pp. 12-13). The matrix can be found in Appendix H.

##### Matrix of the *Life Centered Career Education Curriculum* and Specific Vocational Programs

Each vocational cluster has a different set of vocational skills and learning objectives for students. The LCCE supplements the curricula of all the vocational clusters. Some competencies and subcompetencies of the LCCE may not be applicable to all the vocational clusters. Many subcompetencies of the "Daily Living Skills" (Brolin, 1977, pp 12-13) competency area would not be addressed in most of the vocational clusters. However, many of the subcompetencies in the "Personal-Social Skills" and "Occupational Guidance and Preparation" (Brolin, 1997, pp. 12-13) competencies relate directly to the specific vocational clusters. The matrix can be found in Appendix I.

##### Matrix of the *Life Centered Career Education Curriculum* and District Initiatives of Reading, Mathematics, and Writing

Grade level proficiencies in areas of reading, mathematics, and writing are part of the Dallas Public Schools five year goals (DPS, 1999). These academic subjects are part of the curriculum at each student's comprehensive home school campus. Vocational-related areas of reading, mathematics, and writing are important areas to consider in preparing for a specific occupational career. In the Multiple Careers vocational programs, the related areas of reading, mathematics, and writing are addressed by the LCCE and measured by the SSSQ functional assessment. The correlation of these adapted academic areas can be seen in the matrix in Appendix J.

## PART IV

### Functional Assessment Tools and Individual Profiles

Riches (1993) defines functional assessment as "practices...developed to allow for the measurement of an individual's performance in the natural setting or context in which the behavior is desired" (p. 3). The author further describes functional assessment as identifying specific skills of a job and the development of assessment and training procedures for these specific skills. The local building testing program at Multiple Careers consists of functional assessments. These functional assessment techniques also meet the criteria of "curriculum-based assessment techniques" and "curriculum-based vocational assessment" (Sitlington, et.al., 1996, pp. 82, 84). The tools below are the functional assessment instruments used to measure vocational development for students at the Multiple Careers programs.

#### Standards of Work Performance Assessment

The functional assessment measurement piloted and adopted for use in the area of standards of work performance is the *Work Adjustment Profile* (Becker, 1989).

The *Work Adjustment Profile* (WAP) is used at Multiple Careers as the measure of standards of work performance, or work habits. The WAP is a rating scale with 63 items in four domains: "Work Habits/Attitudes," "Interpersonal Relations," "Cognitive Skills," and "Work Performance Skills" (Becker, 1989). Some of the areas may overlap, but the concepts of basic work habits, working with others, cognitive skills related to work, and quality of work are addressed in these areas. The WAP also serves as a measure of certain areas of the LCCE curriculum (Refer to the matrix in Appendix H.).

The WAP is administered at the end of each semester to each student and serves as part of the mid-term and final exam testing documentation. New students will have an additional WAP administered during the first six-weeks enrollment. Normative data is available for the WAP and is used for profiling. However, the most useful data are individual profiles using raw scores to show a student's progress in each area from semester to semester. An example of a WAP profile can be found in Appendix K.

#### Community Survival Skills Assessment

The *Street Survival Skills Questionnaire* (Linkenhoker & McCarron, 1980) serves as our measure of skills needed to function in the vocational community. It also serves as a measure of certain areas in the LCCE curriculum (Refer to the matrix in Appendix I.).

The SSSQ measures nine content areas: "Basic Concepts; Functional Signs; Tool Identification and Use; Domestic Management; Health, First Aid, and Safety; Public Services; Time; Money; and Measurement" (Linkenhoker & McCarron, 1980, pp. 8-9). There are 24 test items in each of the nine areas. Responses are recorded as the individual responds by pointing to the correct template in a set of four templates on a page. The test is useful in assisting teachers in programs such as Food Production where liquid measurement is important or Building Trades and Building

Maintenance where linear measurement is essential. In addition to standard scores, the results are placed on a "Master Planning Chart" which shows specific correct responses (p. 47). There is also a curriculum guide, *Curriculum Guide for the SSSQ* (McCarron, Cobb, Smith, & Barron, 1982), which teachers use to assist in developing lesson plans.

The SSSQ is administered in the beginning of the first year of placement and prior to work-based learning placement in the third year. Normative data are available for various groups and student profiles are developed using these norms. However, like the WAP the SSSQ raw scores are profiled and are useful in showing student progress in any of nine areas addressed by the test. An example of an SSSQ profile can be found in Appendix L.

#### Acquisition of Specific Occupational Skills Assessment

Each cluster teacher has developed an Acquisition of Specific Occupational Skills (ASOS) rating scale for use as part of the min-term and final exam testing documentation (Appendices A-G). The formats are the same for each cluster and provide a consistent program-wide evaluation component: 5-High Competence Level/No Assistance Needed; 4-Moderately High Competence Level/Minimal Assistance Needed; 3-Adequate Competence Level/Routine Assistance Needed; 2-Moderately Low Competence Level/Frequent Assistance Needed; and 1-Low Competence Level/Constant Assistance Needed. At present, normative data has not been developed for these rating scales. However, as with the WAP and the SSSQ the raw scores of the ASOS rating scales can be used to compare individual student progress from semester to semester. An example of an ASOS student profile can be found in Appendix M.

## PART V

### The Vocational Individual Education Plan-VIEP

The Individual Education Plan (IEP) has been a traditional process for students in Special Education programs. The concept of a Vocational IEP (VIEP) is not as common, but certainly a needed process. The development of a VIEP for a specific vocational/occupational training cluster can be accomplished using the functional assessments in this guide: the WAP, the SSSQ, and the ASOS rating scale. Each functional assessment plays an important role in monitoring the vocational development of each student in the areas discussed: SWP (work habits) as measured by the WAP; the development of specific occupational skills as measured by the ASOS rating scales; and community skills for successful employment as measured by the SSSQ and the LCCE curriculum.

#### Functional Vocational Assessment Data

The WAP serves as the method of obtaining functional assessment data. Based on the latest administration of the WAP, the teacher can determine the SWPs-work habits which need to be addressed. The teacher prioritizes and develops the IEP to reflect work habits in need of improvement. For new students, there is no WAP, but basic work habits necessary for all vocational programs at Multiple Careers can be used. For example a new student would need the following prerequisite work habits: demonstrates ability to take care of personal hygiene needs, demonstrates ability to maintain appropriate appearance, and does not exhibit major disruptive behavior patterns. The incorporation of these items into a Vocational IEP can be seen in Appendices N-O.

#### Community Survival Skills Data

As seen in the Matrix of the LCCE and a Community Survival Skills Assessment, the SSSQ is used as the method for obtaining this data. The SSSQ has also been correlated to sub-competencies of the LCCE related to the respective specific skill training clusters. New students will not have this data for planning the Vocational IEP. However, vocational clusters requiring curriculum goals in the LCCE or SSSQ may use some basic learning objectives from these curricula: demonstrate ability to perform liquid measurements of  $\frac{1}{4}$ -,  $\frac{1}{2}$ -, and  $\frac{3}{4}$ -cup; demonstrate ability to measure in  $\frac{1}{4}$ -,  $\frac{1}{2}$ -, and  $\frac{3}{4}$ -inches; demonstrate the ability to identify different hand tools. The incorporation of these items into a Vocational IEP for a new student can be seen in Appendix N.

#### Acquisition of Specific Occupational Skills Data

The ASOS rating scales for each vocational cluster serves as the data collection tool for achieving skills related to a specific occupation. New students will have prerequisite skills built into their Vocational IEP. These objectives could be that same as those mentioned in the Functional Vocational Assessment Data section: demonstrates ability to take care of personal hygiene needs, demonstrates ability to maintain appropriate appearance, and does not exhibit major disruptive behavior patterns.

The 2<sup>nd</sup>- and 3<sup>rd</sup>-year student will build on progress documented in the ASOS for each vocational cluster. Each vocational cluster will have different objectives for the Vocational IEP. For example, vocational IEP objectives for a 4<sup>th</sup> semester Hospitality Services student might include the following: demonstrate how to use proper cooking techniques so that foods look appetizing, demonstrate how to use food garnishes to make food appear appetizing, identify the proper cleaning equipment and supplies used to clean hotel and motel rooms, and demonstrate ability to set up a room for a banquet. The incorporation of these items into a Vocational IEP can be seen in Appendix O.

PART VI  
Functional Assessments as Academic  
Excellence Indicators for Special Populations

Academic Excellence Indicators (AEIs) were established by the Texas Education Agency for the purpose of identifying progress in educational performance. In addition, the Dallas Public Schools has adopted Teacher Effective Indices [TEI] for measuring success in student performance. One purpose of this *Curriculum Based Functional Vocational Assessment Guide* is to serve as a guide for the development of AEIs and TEIs for individuals with disabilities (mentally and physically challenged) populations.

From 1994 to 1997 the Work Activity Center at E. D. Walker Special Education Center (Quinones et. al., 1997) was used for the pilot project to establish AEIs for secondary Special Education populations. The staff examined tests related to the program (LCCE and other curricula) to determine which tests would do the following: 1) relate to instructional goals of the program, 2) measure individual progress, 3) show program progress, 4) show individual progress from evaluation period to evaluation period, and 5) demonstrate that standardized tests, are available which can be used as AEIs for secondary special education population. Selected tests were used with all instructional programs at the school.

The following functional assessments were used to develop individual education plans (IEPs) and to analyze program needs: *Achieving Behavioral Competencies* (ABC) (McCarron, Fad, & McCarron, 1992), *Adaptive Behavior Scale-Residential and Community 2* (ABS-RC2) (Nihira, Leland, & Lambert, 1993), *Behavior Rating Scale* (BRS) (Dial, 1973), *Observational Emotional Inventory* (OEI) (McCarron & Dial, 1986), *Survey of Functional Adaptive Behavior* (SFAB) (Dial, Mezger, Massey, Carter, & McCarron, 1986), and the *Street Survival Skills Questionnaire* (SSSQ) (Linkenhoker & McCarron, 1986). Although out of print, the *San Francisco Vocational Competency Scale* (SFVCS) (Levine & Elzey, 1968) was added as a specific tool to assess work behaviors.

Beginning in the 1998-99 school year, the staff at Multiple Careers included this concept of functional assessment in program development and program planning in the CIP. The Multiple Careers Magnet Center does not have as diverse of a population as the Walker school and serves students who demonstrate some ability to succeed in attaining a specific occupational skill. Therefore, all the functional assessments used at Walker were not directly applicable. A work habits rating scale was adopted, *Work Adjustment Profile* (Becker, 1989) to replace the *San Francisco Vocational Competency Scale* (SFVCS) (Levine & Elzey, 1968). The SFVCS is no longer in print. The *Street Survival Skills Questionnaire* (SSSQ) (Linkenhoker & McCarron, 1986) was used as a measure of community survival skills related to specific occupational clusters and items in the LCCE. Finally, each CTED teacher developed a rating scale specific to that vocational skill. As discussed earlier this functional assessment is called the Acquisition of Specific Occupational Skills (ASOS) rating scale.

Program-wide needs can also be gathered from the use of the WAP, SSSQ, and ASOS rating scales raw data. For example, if a teacher, or vocational cluster shows a significant need for

improvement in students' interpersonal relations with workers or supervisors (WAP), strategies from the text on SWP can be used as a program-vocational cluster goal. If all students in a vocational cluster need techniques to perform linear measurements, this could be a program goal. Finally, if all students in the Hospitality Services cluster are deficit in utensil identification the identification of critical utensils could be a goal.

In summary, the WAP, the SSSQ, and the ASOS functional assessments have proven to be useful tools in developing appropriate Vocational IEPs and in planning program needs. The profiles samples as well as the the matrices of the LCCE and functional assessment provide data driven documentation of individual achievement and overall program needs.

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# APPENDICES

# ACQUISITION OF SPECIFIC OCCUPATIONAL SKILLS - SCORING DATA SHEET

Vocational Cluster: Building Maintenance

AM or PM

Teacher/Staff: Ronnie Hamilton

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Home School: \_\_\_\_\_

## Prerequisite Skills [Skills Needed to Successfully Complete the Program]

|    |                                                                   |   |   |   |   |   |
|----|-------------------------------------------------------------------|---|---|---|---|---|
| 1  | Be prepared and able to follow safety rules 125.30 (c-1)(A)       | 1 | 2 | 3 | 4 | 5 |
| 2  | Be prepared and able to follow instruction 125.30 (c-1)( C )      | 1 | 2 | 3 | 4 | 5 |
| 3  | Be prepared and able to cooperate with co-workers 125.30 (c-1)(B) | 1 | 2 | 3 | 4 | 5 |
| 4  | Be able to perform assigned duties in Building Maintenance 125.30 | 1 | 2 | 3 | 4 | 5 |
| 5  |                                                                   | 1 | 2 | 3 | 4 | 5 |
| 6  |                                                                   | 1 | 2 | 3 | 4 | 5 |
| 7  |                                                                   | 1 | 2 | 3 | 4 | 5 |
| 8  |                                                                   | 1 | 2 | 3 | 4 | 5 |
| 9  |                                                                   | 1 | 2 | 3 | 4 | 5 |
| 10 |                                                                   | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

## First Semester Skills [Curriculum Goals]

|    |                                                                            |   |   |   |   |   |
|----|----------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Identify career choices in Building Maintenance. 125.30 (b)                | 1 | 2 | 3 | 4 | 5 |
| 2  | Identify leadership development skills. 125.30 (a)                         | 1 | 2 | 3 | 4 | 5 |
| 3  | Identify personal development skills. 125.30 (c-1) (B)                     | 1 | 2 | 3 | 4 | 5 |
| 4  | Complete job application and role play interview skills. 125.30 (c-1) (A)  | 1 | 2 | 3 | 4 | 5 |
| 5  | Identify basic hand tools. 125.30 (c-4) (A)                                | 1 | 2 | 3 | 4 | 5 |
| 6  | Identify basic power tools. 125.30 (c-4) (A)                               | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate basic knowledge of carpentry. 125.24 (a)                       | 1 | 2 | 3 | 4 | 5 |
| 8  | Identify basic job related vocabulary. 125.30 (c-1) (C)                    | 1 | 2 | 3 | 4 | 5 |
| 9  | Practice safety while using hand and power carpenter tools. 125.30(c-4)(B) | 1 | 2 | 3 | 4 | 5 |
| 10 | Paints and finishes various carpentry units. 125.30 (c-5) (C)              | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

## Second Semester Skills [Curriculum Goals]

|    |                                                                                |   |   |   |   |   |
|----|--------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Demonstrate proper use of basic hand and power tools. 125.30 (c-4) (A)         | 1 | 2 | 3 | 4 | 5 |
| 2  | Identify measurement on a ruler to the whole number. 125.24 (c-5) (A)          | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate understanding of basic all framing. 125.24 (c-5) (C)               | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate understanding of basic sheetrock repair. 125.24 (c-5) (D)          | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate understanding basic shop math. 125.24 (c-2) (C)                    | 1 | 2 | 3 | 4 | 5 |
| 6  | Identify job-related vocabulary. 125.24 (c-2) (A)                              | 1 | 2 | 3 | 4 | 5 |
| 7  | Identify basic knowledge associated with residential plumbing. 125.29 (c-1)(a) | 1 | 2 | 3 | 4 | 5 |
| 8  | Performs simple tasks with limited supervision. 125.24 (c-2) (a)               | 1 | 2 | 3 | 4 | 5 |
| 9  | Identifies types of fire extinguishers and their purposes. 125.24 (c-3)(b)     | 1 | 2 | 3 | 4 | 5 |
| 10 | Identifies basic knowledge of fire safety. 125.24 (c-4) (a)                    | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

**Third Semester Skills [Curriculum Goals]**

|    |                                                                                |   |   |   |   |   |
|----|--------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Identify Building Maintenance career choices in painting. 125.28(c-1)(A)       | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate carpentry skills while peer coaching. 125.24 (c-1) (B)             | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate ability to measure in ¼ Inches graduations. 125.27 (c-2) (D)       | 1 | 2 | 3 | 4 | 5 |
| 4  | Cleans, stores, and maintains hand and power tools. 125.28 (c-5) (D)           | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate ability to stain, paint, or seal wood finishes. 125.28 (c-5)(B)    | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate mastery of basic sheetrock repairs. 125.24 (c-5) (D)               | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate mastery of basic tape and bedding process. 125.24 (c-5) (D)        | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate mastery of basic sheetrock texturing process. 125.24 (c-5)(D)      | 1 | 2 | 3 | 4 | 5 |
| 9  | Exhibit proper safety practice when using combustible material. 125.28(c-4)(B) | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate proper use of personal protective devices. 125.28 (c-4) (A)        | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

**Fourth Semester Skills [Curriculum Goals]**

|    |                                                                                          |   |   |   |   |   |
|----|------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Practices safety while using hand or power plumbing tools. 125.29(c-4)(A)                | 1 | 2 | 3 | 4 | 5 |
| 2  | Lays out and measures basic configurations of plastic or copper tubing. 125.29 (c-2) (A) | 1 | 2 | 3 | 4 | 5 |
| 3  | Cuts, cements, and connects plastic pipe and fittings. 125.29 (c-5) (B)                  | 1 | 2 | 3 | 4 | 5 |
| 4  | Sweat-solder various seams together. 125.29 (c-3) (A)                                    | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate understanding of basic knowledge associated with masonry work. 125.23 (a)    | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate understanding of basic knowledge associated with electricity 125.26 (a)      | 1 | 2 | 3 | 4 | 5 |
| 7  | Practices safety while working around electricity 125.26(c-1)(E)                         | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate proper technique when repairing extension cord. 125.26(c-1) (C)              | 1 | 2 | 3 | 4 | 5 |
| 9  | Perform basic installation of electrical plugs or switches. 125.26 (c-1) (B)             | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate understanding of basic residential roofing. 125.24 (a)                       | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**Grading/Scoring Criteria:**

| Evaluation Codes                                          | Level of Supervision |
|-----------------------------------------------------------|----------------------|
| 5. High Competence Level-Acquiring Skills                 | No Assistance        |
| 4. Moderately High Competence Level-Satisfactory Progress | Minimal Assistance   |
| 3. Adequate Competence Level-Limited Skill                | Routine Assistance   |
| 2. Moderately Low Competence Level-Needs Adaptations      | Frequent Assistance  |
| 1. Low Competence Level-Unable to Perform                 | Constant Assistance  |

SCORASOC/PH3

**ACQUISITION OF SPECIFIC OCCUPATIONAL SKILLS - SCORING DATA SHEET**Vocational Cluster: **Building Trades**

AM or PM

Teacher/Staff: **Darrell Noe**

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Sex: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

Home School: \_\_\_\_\_

**Prerequisite Skills [Be able to perform assigned tasks in Building Trade]**

|    |                                                                                                                     |   |   |   |   |   |
|----|---------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Be able to perform assigned duties in Building Trades. TEKS 125.24 C-1                                              | 1 | 2 | 3 | 4 | 5 |
| 2  | Follow written and oral directions. TEKS 123.24 2-A                                                                 | 1 | 2 | 3 | 4 | 5 |
| 3  | Practice punctuality and dependability. TEKS 125.24 1-C                                                             | 1 | 2 | 3 | 4 | 5 |
| 4  | Observe rules and standards of the workplace. TEKS 125.24 1-E                                                       | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate the ability to work with others harmoniously. TEKS 125.24 1B                                            | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate ability to exercise proper tool safety in use and care. TEKS 125.24 4-A                                 | 1 | 2 | 3 | 4 | 5 |
| 7  | Be able to safely use high power machines. TEKS 125.24 4A                                                           | 1 | 2 | 3 | 4 | 5 |
| 8  | Develop responsibility and ability to follow through with assigned tasks. 125.24 2-B                                | 1 | 2 | 3 | 4 | 5 |
| 9  | Exhibit productive work habits and attitudes. TEKS 125.24 4D                                                        | 1 | 2 | 3 | 4 | 5 |
| 10 | Wears appropriate work clothing and safety apparel; maintain neat appearance and personal grooming. TEKS 125.24 1-E | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

**First Semester Skills [Curriculum Goals]**

|    |                                                                                                              |   |   |   |   |   |
|----|--------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Identify vocabulary words related to Building Trades. TEKS 125.24 1-D                                        | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate the ability to follow acceptable trade practices and procedures. TEKS 125.24 1-E                 | 1 | 2 | 3 | 4 | 5 |
| 3  | Be able to identify safety signs and color codes. TEKS 125.24 4-A                                            | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate proper safety guidelines when working with power tools, machines, and equipment. TEKS 125.24 4-A | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate proper techniques for lifting and carrying heavy objects. TEKS 125.24 4-A                        | 1 | 2 | 3 | 4 | 5 |
| 6  | Be able to demonstrate proper ladder/scaffold safety. TEKS 125.24 4-A                                        | 1 | 2 | 3 | 4 | 5 |
| 7  | Be able to identify and name hand power tools, machines, and equipment. TEKS 125.24 4-A                      | 1 | 2 | 3 | 4 | 5 |
| 8  | Be able to report potential safety hazards. TEKS 125.24 4-A                                                  | 1 | 2 | 3 | 4 | 5 |
| 9  | Be able to exhibit knowledge of current building materials and accessories. TEKS 4-D                         | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate how to keep work area clean and clear of tools and debris. TEKS 125.24 4-B                       | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

Second Semester Skills [Curriculum Goals]

|    |                                                                                                                    |   |   |   |   |   |
|----|--------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Demonstrate how to construct skids for portable buildings. TEKS 125.24 5-A                                         | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate the procedures on how to lay out and nail together skid for a portable building. TEKS 125.24 5-A       | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate how to mark each end of the skid and cut at a 45 degree angle for a portable building. TEKS 125.24 5-A | 1 | 2 | 3 | 4 | 5 |
| 4  | Be able to do measurements when constructing a portable building. TEKS 125.24 5-A                                  | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate how to construct a floor for a portable building. TEKS 125.24 5-C                                      | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate how to construct walls for a portable building. TEKS 125.24 5-C                                        | 1 | 2 | 3 | 4 | 5 |
| 7  | Be able to demonstrate how to construct the roof for a portable building. TEKS 125.24 5-C                          | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate how to install trim on a portable building. TEKS 125.24 5-E                                            | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate how to install roofing for a portable building. TEKS 125.24 5-A                                        | 1 | 2 | 3 | 4 | 5 |
| 10 | Be able to demonstrate procedures for painting a portable building. TEKS 125.28 3B,3C,3C,4A,4B.                    | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

Third Semester Skills [Curriculum Goals]

|    |                                                                                                        |   |   |   |   |   |
|----|--------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Identify the four basic cement mixtures. TEKS 125.23 tA,3B                                             | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate how to mix each cement. TEKS 125.23, 3-A                                                   | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate how to prepare the foundation properly before pouring cement. TEKS 125.23, 3-B             | 1 | 2 | 3 | 4 | 5 |
| 4  | Identify the proper tools and materials needed to mix cement. TEKS 125.23, 4-A                         | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate how to build cement forms with the correct tools. TEKS 125.23, 4-A                         | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate how to pour cement into the foundation using forms with the proper tools. TEKS 125.23, 5-A | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate how to use reinforcement bars for cement. TEKS 125.23, 5-A                                 | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate the procedures for using a trowel to produce a smooth, hard surface. TEKS 125.23, 4-A      | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate the drying procedures for each basic cement mixtures. TEKS 125.23 4-A                      | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate how to remove forms after cement is dry. TEKS 125.23, 3-B                                  | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

Fourth Semester Skills [Curriculum Goals]

|    |                                                                                                        |   |   |   |   |   |
|----|--------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Be able to identify and understand the basic fundamentals of electricity. TEKS 125.26 3-B              | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate safe working habits for wiring. TEKS 125.26 4-A                                            | 1 | 2 | 3 | 4 | 5 |
| 3  | Exhibits knowledge of wiring components and devices. 126 26 5-C                                        | 1 | 2 | 3 | 4 | 5 |
| 4  | Be able to identify electrical romex wire and abbreviations. ( 10-2-G, 12-2-G, 14-2-G) TEKS 125.26 2-D | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate safe working habits for wiring. TEKS 125.26 4-A                                            | 1 | 2 | 3 | 4 | 5 |
| 6  | Be able to demonstrate appropriate tests to insure electrical safety. TEKS 125.26 4-A                  | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate skill in the selection, use and care of hand/power tools for wiring. TEKS 125.26 4-A       | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate how to cut, splice and connect romex wiring. TEKS 125.26 5-C                               | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate how to install, duplex outlets, light switches and circuit breakers. TEKS 125.26 5-C       | 1 | 2 | 3 | 4 | 5 |
| 10 | Be able to identify wiring into circuits according to service and load. TEKS 125.26 5-C                | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

TOTAL \_\_\_\_\_

Grading/Scoring Criteria:

| Evaluation Codes                                          | Level of Supervision |
|-----------------------------------------------------------|----------------------|
| 5. High Competence Level-Acquiring Skills                 | No Assistance        |
| 4. Moderately High Competence Level-Satisfactory Progress | Minimal Assistance   |
| 3. Adequate Competence Level-Limited Skill                | Routine Assistance   |
| 2. Moderately Low Competence Level-Needs Adaptations      | Frequent Assistance  |
| 1. Low Competence Level-Unable to Perform                 | Constant Assistance  |

SCORASOC/PH3

# ACQUISITION OF SPECIFIC OCCUPATIONAL SKILLS - SCORING DATA SHEET

Vocational Cluster: Business Administrative Procedures

AM or PM

Teacher/Staff:

Date:

Last Name: First Name: Sex:

Date of Birth: Age: Home School:

## Prerequisite Skills [Skills Needed to Successfully Complete the Program]

|    |                                                                          |   |   |   |   |   |
|----|--------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Be able to follow basic safety rules. 120.63.c.15                        | 1 | 2 | 3 | 4 | 5 |
| 2  | Be able to follow basic instructions. 120.63.c.15                        | 1 | 2 | 3 | 4 | 5 |
| 3  | Maintain a neat appearance and personal grooming. 120.63.c.14            | 1 | 2 | 3 | 4 | 5 |
| 4  | Be able to work with computers. 120.63.c.9                               | 1 | 2 | 3 | 4 | 5 |
| 5  | Be able to work with copy machines. 120.63.c.7                           | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate the ability to attend to assigned task. 120.63.c.7           | 1 | 2 | 3 | 4 | 5 |
| 7  | Be able to work with different office supplies and equipment. 120.63.c.7 | 1 | 2 | 3 | 4 | 5 |
| 8  | Be able to communicate with people. 120.63.c.15                          | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate the ability to count coins and currency. 120.02.C.1          | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate the ability to make change. 120.02.C.1                       | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL

## First Semester Skills [Curriculum Goals]

|    |                                                                                            |   |   |   |   |   |
|----|--------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Identify vocabulary related to printing and reproduction procedures. 120.63.c.15           | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate basic writing skills through assigned tasks. 120.63.c.1                        | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrates understanding purposes of various office machines. 120.63.c.7                 | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrates ability to follow task analysis sequence in using office machines. 120.63.c.7 | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrates ability to operate copier. 120.63.c.7                                         | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrates ability to operate duplicator machine. 120.63.c.7                             | 1 | 2 | 3 | 4 | 5 |
| 7  | Assembles, collates and staple duplicated materials. 120.63.c.2                            |   |   |   |   |   |
| 8  | Demonstrates ability to operate laminator machine. 120.63.c.7                              | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrates ability to operate fax machine. 120.63.c.7                                    | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrates ability to operate 10-key calculator. 120.63.c.8                              | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL

## Second Semester Skills [Curriculum Goals]

|    |                                                                               |   |   |   |   |   |
|----|-------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Demonstrate the ability to open and close Microsoft Word. 120.63.d.4          | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate the ability to use Microsoft Word. 120.63.d.4                     | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate the ability to open and close Microsoft Excel. 120.63.d.4         | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate the ability to use Microsoft Excel. 120.63.d.4                    | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate the ability to open and close WordPerfect. 120.63.d.4             | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate the ability to use WordPerfect. 120.63.d.4                        | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate the ability to prepare requisitions for supplies. 120.63.c.8,c.11 | 1 | 2 | 3 | 4 | 5 |
| 8  | Perform basic math calculations using 10-key calculator. 120.63.c.8           | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate the ability to format and proofread document. 120.63.c.4          | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate the ability to use grammar check and spell check. 120.63.c.4      | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL

### Third Semester Skills [Curriculum Goals]

|    |                                                                                              |   |   |   |   |   |
|----|----------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Able to produce basic forms and correspondence. 120.63.d.4                                   | 1 | 2 | 3 | 4 | 5 |
| 2  | Able to incorporate addresses on envelopes and cards. 120.63.c.2                             | 1 | 2 | 3 | 4 | 5 |
| 3  | Able to produce professional business letters. 120.63.d.4                                    | 1 | 2 | 3 | 4 | 5 |
| 4  | Able to produce various memorandums. 120.63.d.4                                              | 1 | 2 | 3 | 4 | 5 |
| 5  | Able to produce various legal documents. 120.63.d.4                                          | 1 | 2 | 3 | 4 | 5 |
| 6  | Able to produce documents using specified format. 120.63.d.4                                 | 1 | 2 | 3 | 4 | 5 |
| 7  | Able to produce form letters or bulletins with fill-ins. 120.63.d.4                          | 1 | 2 | 3 | 4 | 5 |
| 8  | Able to produce personalized letterhead. 120.63.d.4                                          | 1 | 2 | 3 | 4 | 5 |
| 9  | Able to produce documents by using imported data: digital camera or photo images. 120.63.d.4 | 1 | 2 | 3 | 4 | 5 |
| 10 | Able to produce documents by using imported data: images from scanner. 120.63.d.4            | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

### Fourth Semester Skills [Curriculum Goals]

|    |                                                                                                                        |   |   |   |   |   |
|----|------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Be able to identify employment opportunities. 120.63.c.12                                                              | 1 | 2 | 3 | 4 | 5 |
| 2  | Be able to complete job search procedures such as resume, W-4 forms, and job application. 120.63.c.12                  | 1 | 2 | 3 | 4 | 5 |
| 3  | Evaluate and compare employment options, for example, salary, benefit and prerequisites. 120.63.c.5                    | 1 | 2 | 3 | 4 | 5 |
| 4  | Identify terms for Desktop Publishing. 120.63.c.12                                                                     | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate basic knowledge for Desktop Publishing using IBM/PC system. 120.63.c.12                                    | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate basic knowledge for Desktop Publishing using the Macintosh computer system. 120.63.c.12                    | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate the ability to create a single-page flyer. 120.63.c.12                                                     | 1 | 2 | 3 | 4 | 5 |
| 8  | Create a single-page newsletter with multiple columns. 120.63.c.12                                                     |   |   |   |   |   |
| 9  | Create a multiple-page newsletter. 120.63.c.12                                                                         | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate the ability to send and receive information via telecommunication technology: e-mail, internet. 120.63.c.5 | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

TOTAL \_\_\_\_\_

### Grading/Scoring Criteria:

| Evaluation Codes                                          | Level of Supervision |
|-----------------------------------------------------------|----------------------|
| 5. High Competence Level-Acquiring Skills                 | No Assistance        |
| 4. Moderately High Competence Level-Satisfactory Progress | Minimal Assistance   |
| 3. Adequate Competence Level-Limited Skill                | Routine Assistance   |
| 2. Moderately Low Competence Level-Needs Adaptations      | Frequent Assistance  |
| 1. Low Competence Level-Unable to Perform                 | Constant Assistance  |

# ACQUISITION OF SPECIFIC OCCUPATIONAL SKILLS - SCORING DATA SHEET

Vocational Cluster: Business Support Systems

AM or PM

Teacher/Staff:

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Home School: \_\_\_\_\_

## Prerequisite Skills [Skills Needed to Successfully Complete the Program]

|    |                                                                          |   |   |   |   |   |
|----|--------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Read and follow basic safety rules and regulations. 120.63.C.15          | 1 | 2 | 3 | 4 | 5 |
| 2  | Be able to follow basic instructions. 120.63.C.15                        | 1 | 2 | 3 | 4 | 5 |
| 3  | Maintain a neat appearance and personal grooming. 120.63.C.14            | 1 | 2 | 3 | 4 | 5 |
| 4  | Be able to work with computers. 120.63.C.9                               | 1 | 2 | 3 | 4 | 5 |
| 5  | Be able to work with copy machines. 120.63.C.7                           | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate the ability to attend to assigned task. 120.63.C.7           | 1 | 2 | 3 | 4 | 5 |
| 7  | Be able to work with different office supplies and equipment. 120.63.C.7 | 1 | 2 | 3 | 4 | 5 |
| 8  | Be able to communicate with people. 120.63.C.7                           | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate the ability to count coins and currency. 120.02.C.1          | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate the ability to make change. 120.02.C.1                       | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

## First Semester Skills [Curriculum Goals]

|    |                                                                                                       |   |   |   |   |   |
|----|-------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Understand vocabulary related to office careers. 120.24.c.4                                           | 1 | 2 | 3 | 4 | 5 |
| 2  | Master the home row keys. 120.24.C.7                                                                  | 1 | 2 | 3 | 4 | 5 |
| 3  | Proofread work for accuracy. 120.63.C.4                                                               | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate ability to file numerically and alphabetically by multiple digits and letters. 120.63.C.4 | 1 | 2 | 3 | 4 | 5 |
| 5  | Code, index and alphabetize personal names. 120.63.C.4                                                | 1 | 2 | 3 | 4 | 5 |
| 6  | Place information/materials in filing equipment. 120.02.C.11                                          | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate how to fill out job application forms. 120.02.C.8/120.63.c.12                             | 1 | 2 | 3 | 4 | 5 |
| 8  | Develop measurements skills related to BSS. 120.02.C.8                                                | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate the ability to role-play proper telephone techniques. 120.02.C.4                          | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate the ability to use proper business techniques when using the telephone. 120.02.C.1        | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

## Second Semester Skills [Curriculum Goals]

|    |                                                                                                 |   |   |   |   |   |
|----|-------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Type twenty-five words per minute. 120.24.C.7                                                   | 1 | 2 | 3 | 4 | 5 |
| 2  | Type memorandums and reports. 120.24.C.7                                                        | 1 | 2 | 3 | 4 | 5 |
| 3  | Retrieve information/materials from filing equipment. 120.02.C.11                               | 1 | 2 | 3 | 4 | 5 |
| 4  | Use touch method on electronic calculator. 120.02.C.7                                           | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate touch method on numeric keypad. 120.02.C.7                                          | 1 | 2 | 3 | 4 | 5 |
| 6  | Add, subtract, multiply and divide whole numbers(calculator). 120.02.C.7                        | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate subtotals on electronic calculator. 120.02.C.7                                      | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate the ability to organize and distribute mail. 120.02.C.7                             | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate the ability to identify classes of mail and delivery services available. 120.02.C.6 | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate the ability to compare costs of various delivery services. 120.02.C.6               | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

### Third Semester Skills [Curriculum Goals]

|    |                                                                                                                                          |   |   |   |   |   |
|----|------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Type 35 words per minute. 120.24.C.7                                                                                                     | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate ability to use menu features of the personal computer: edit, file, view, insert, tools, table, windows, and help. 120.24.C.7 | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate ability to use help features for windows and other software. 120.24.C.7                                                      | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate ability to use tool bar features for the personal computer: standard, formatting, database, borders, and drawing. 120.24.C.7 | 1 | 2 | 3 | 4 | 5 |
| 5  | Role-play proper job interview techniques. 120.02.C.4                                                                                    | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate professionalism through personal appearance. 120.24.C.10                                                                     | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate professionalism through neatness of work. 120.24.C.10                                                                        | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate professionalism through correctness of completed tasks. 120.24.C.10                                                          | 1 | 2 | 3 | 4 | 5 |
| 9  | Identify and demonstrate skills needed to maintain effective work relations with peers. 120.24.C.10                                      | 1 | 2 | 3 | 4 | 5 |
| 10 | Identify and demonstrate skills needed to maintain effective work relations with supervisors. 120.24.C.10                                | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

### Fourth Semester Skills [Curriculum Goals]

|    |                                                                                                                 |   |   |   |   |   |
|----|-----------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Type 45 words per minute. 120.24.C.7                                                                            | 1 | 2 | 3 | 4 | 5 |
| 2  | Format business letters. 120.24.C.7                                                                             | 1 | 2 | 3 | 4 | 5 |
| 3  | Format business cards. 120.24.C.7                                                                               | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate ability to independently use word processing techniques: Microsoft Word. 120.24.C.7                 | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate ability to independently use word processing techniques: Word Perfect or other software. 120.24.C.7 | 1 | 2 | 3 | 4 | 5 |
| 6  | Key a minimum of 1000 strokes per minute on the numeric keypad. 120.24.C.7                                      | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate the ability to receive inventory. 120.63.C.2                                                        | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate the ability to distribute inventory. 120.63.C.2                                                     | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate the ability to meet and greet visitors. 120.24.C.4                                                  | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate the ability to escort visitors to desired location. 120.24.C.4                                      | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

TOTAL \_\_\_\_\_

### Grading/Scoring Criteria:

| Evaluation Codes                                          | Level of Supervision |
|-----------------------------------------------------------|----------------------|
| 5. High Competence Level-Acquiring Skills                 | No Assistance        |
| 4. Moderately High Competence Level-Satisfactory Progress | Minimal Assistance   |
| 3. Adequate Competence Level-Limited Skill                | Routine Assistance   |
| 2. Moderately Low Competence Level-Needs Adaptations      | Frequent Assistance  |
| 1. Low Competence Level-Unable to Perform                 | Constant Assistance  |

SCORASOC PH3

# ACQUISITION OF SPECIFIC OCCUPATIONAL SKILLS - SCORING DATA SHEET

Vocational Cluster: Food Production

AM or PM

Teacher/Staff: Jennifer Hudson

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Home School: \_\_\_\_\_

## Prerequisite Skills [Skills Needed to Successfully Complete the Program]

|   |                                                                                                                                            |   |   |   |   |   |
|---|--------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1 | Show concern for others. 122.52 A                                                                                                          | 1 | 2 | 3 | 4 | 5 |
| 2 | Demonstrate an ability to fully use arms and legs when lifting, carrying, pushing or pulling objects supplies of varying weights. 122.52 A | 1 | 2 | 3 | 4 | 5 |
| 3 | Be able to read well enough to read a recipe. 122.52 A                                                                                     | 1 | 2 | 3 | 4 | 5 |
| 4 | Be willing to cooperate with co-workers. 122.52 A                                                                                          | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

## First Semester Skills [Curriculum Goals]

|    |                                                                                                                         |   |   |   |   |   |
|----|-------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Maintain a neat, well-groomed appearance. 122.52 C – 12 (d-g)                                                           | 1 | 2 | 3 | 4 | 5 |
| 2  | List proper clothing for safely working in the kitchen (with equipment). 122.52 C – 7 (a-c)                             | 1 | 2 | 3 | 4 | 5 |
| 3  | Given a selection of three utensils, select the proper one for the task. 122.52 C – 9 (d)                               | 1 | 2 | 3 | 4 | 5 |
| 4  | Properly measure powdered sugar, brown sugar, and granulated sugar. 122.52 C – 9(f)                                     | 1 | 2 | 3 | 4 | 5 |
| 5  | Properly measure solid fats (i.e. margarine, peanut butter, shortening...). 122.52 C – 9(f)                             | 1 | 2 | 3 | 4 | 5 |
| 6  | Properly measure liquids. 122.52 C-9(f)                                                                                 | 1 | 2 | 3 | 4 | 5 |
| 7  | Measure two # flour using a scale. 122.52 C – 9(f)                                                                      | 1 | 2 | 3 | 4 | 5 |
| 8  | Properly demonstrate using and cleaning the Kitchen-Aid mixer. 122.52 C – 9(d)                                          | 1 | 2 | 3 | 4 | 5 |
| 9  | List the steps in proper hand washing. 122.52 C – 8(a,c,f)                                                              | 1 | 2 | 3 | 4 | 5 |
| 10 | Define the difference between "clean" and "sanitized." 122.52 C – 8(a,b,c,e,f)                                          | 1 | 2 | 3 | 4 | 5 |
| 11 | Describe what to do in case of fire. 122.52 C – 7 (a-e)                                                                 | 1 | 2 | 3 | 4 | 5 |
| 12 | Perform sanitation duties according to the schedule provided. 122.52 C – 8(a,b)                                         | 1 | 2 | 3 | 4 | 5 |
| 13 | Inspect, sort, and store clean glassware, tableware, and flatware from the dish washing machine. 122.52 C – 9(d), 10(d) | 1 | 2 | 3 | 4 | 5 |
| 14 | Given a choice of 3 pieces of equipment, select the appropriate one for the task. 122.52 C – 10(d)                      | 1 | 2 | 3 | 4 | 5 |
| 15 | Write down the temperature danger zones. 122.52 C – 8(d)                                                                | 1 | 2 | 3 | 4 | 5 |
| 16 | Describe two main areas (front and back-of-the-house) of a food service business. 122.52 C – 7(f-h)                     | 1 | 2 | 3 | 4 | 5 |
| 17 | List good and bad things about food service work. 122.52 C-3(a,b)                                                       | 1 | 2 | 3 | 4 | 5 |
| 18 | Identify key words in recipes. 122.52 C-7(h), 9(f)                                                                      | 1 | 2 | 3 | 4 | 5 |
| 19 | Assemble and prepare ingredients and equipment for cooking. 122.52 C-7(h)                                               | 1 | 2 | 3 | 4 | 5 |
| 20 | List abbreviations used in standardized recipes. 122.52 C-7(h)                                                          | 1 | 2 | 3 | 4 | 5 |
| 21 | Demonstrate the sanitary method for tasting food. 122.52 C-8(a)                                                         | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

Second Semester Skills [Curriculum Goals]

|     |                                                                                                                          |   |   |   |   |   |
|-----|--------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1.  | Maintain a neat, well-groomed appearance. 122.52 C-12(d-g)                                                               | 1 | 2 | 3 | 4 | 5 |
| 2.  | Measure 2# flour using a scale. 122.52 C-9(f)                                                                            | 1 | 2 | 3 | 4 | 5 |
| 3.  | Fill out a basic job application (know address, full name, DOB, SS#, etc.)<br>122.52 C-12(a)                             | 1 | 2 | 3 | 4 | 5 |
| 4.  | Perform sanitation duties according to the schedule provided. 122.52 C-8(b)                                              | 1 | 2 | 3 | 4 | 5 |
| 5.  | Inspect, sort, and store clean glassware, tableware, and flatware from the dish<br>washing machine. 122.52 C-8(b)        | 1 | 2 | 3 | 4 | 5 |
| 6.  | Given a choice of 3 pieces of equipment, select the appropriate one for the<br>task. 122.52 C-10(d)                      | 1 | 2 | 3 | 4 | 5 |
| 7.  | Follow standardized recipes used in food services. 122.52 C-9(f)                                                         | 1 | 2 | 3 | 4 | 5 |
| 8.  | Write down the temperature danger zones. 122.52 C-8(d)                                                                   | 1 | 2 | 3 | 4 | 5 |
| 9.  | List the different types of food service operations. 122.52 C-3(b)                                                       | 1 | 2 | 3 | 4 | 5 |
| 10. | Demonstrate the tasks of a floater. 122.52 C-10(a,b)                                                                     | 1 | 2 | 3 | 4 | 5 |
| 11. | Demonstrate the tasks of a dining room attendant. 122.52 C-10(a,b)                                                       | 1 | 2 | 3 | 4 | 5 |
| 12. | Demonstrate the tasks of a storage room worker. 122.52 C-10(a,b)                                                         | 1 | 2 | 3 | 4 | 5 |
| 13. | Demonstrate the tasks of a baker. 122.52 C-10(a,b)                                                                       | 1 | 2 | 3 | 4 | 5 |
| 14. | Demonstrate the tasks of a salad maker. 122.52 C-10(a,b)                                                                 | 1 | 2 | 3 | 4 | 5 |
| 15. | Demonstrate the tasks of a line server. 122.52 C-10(a,b)                                                                 | 1 | 2 | 3 | 4 | 5 |
| 16. | Demonstrate the tasks of a cook's assistant. 122.52 C-10(a,b)                                                            | 1 | 2 | 3 | 4 | 5 |
| 17. | Demonstrate the tasks of a fry/grill cook. 122.52 C-10(a,b)                                                              | 1 | 2 | 3 | 4 | 5 |
| 18. | Demonstrate the tasks of a dishwasher. 122.52 C-10(a,b)                                                                  | 1 | 2 | 3 | 4 | 5 |
| 19. | Make change using a cash register. 122.52 C-12(a)                                                                        | 1 | 2 | 3 | 4 | 5 |
| 20. | Describe what to do with leftover food. 122.52 C-8(b)                                                                    | 1 | 2 | 3 | 4 | 5 |
| 21. | Prepare food and supplies for storage, then store. 122.52 C-8(b,e)                                                       | 1 | 2 | 3 | 4 | 5 |
| 22. | Identify key words in recipes. 122.52 C-9(f)                                                                             | 1 | 2 | 3 | 4 | 5 |
| 23. | Assemble and prepare ingredients and equipment for cooking. 122.52 C-8(e),<br>9(d)                                       | 1 | 2 | 3 | 4 | 5 |
| 24. | List abbreviations used in standardized recipes. 122.52 C-9(f)                                                           | 1 | 2 | 3 | 4 | 5 |
| 25. | Demonstrate the sanitary method for tasting food. 122.52 C-8(f)                                                          | 1 | 2 | 3 | 4 | 5 |
| 26. | List the types of beverages frequently prepared in food service. 122.52 C-9(a-<br>k)                                     | 1 | 2 | 3 | 4 | 5 |
| 27. | Define "appetizer." 122.52 C-9(a-k)                                                                                      | 1 | 2 | 3 | 4 | 5 |
| 28. | Prepare an appetizer. 122.52 C-9(a-k)                                                                                    | 1 | 2 | 3 | 4 | 5 |
| 29. | Prepare a soup, sauce, or gravy. 122.52 C-9(a-k)                                                                         | 1 | 2 | 3 | 4 | 5 |
| 30. | Prepare eggs and egg dishes. 122.52 C-9(a-k)                                                                             | 1 | 2 | 3 | 4 | 5 |
| 31. | Prepare cheese and cheese dishes. 122.52 C-9(a-k)                                                                        | 1 | 2 | 3 | 4 | 5 |
| 32. | Prepare cereals and pasta products. 122.52 C-9(a-k)                                                                      | 1 | 2 | 3 | 4 | 5 |
| 33. | Prepare vegetables and fruits. 122.52 C-9(a-k)                                                                           | 1 | 2 | 3 | 4 | 5 |
| 34. | Prepare breads. 122.52 C-9(a-k)                                                                                          | 1 | 2 | 3 | 4 | 5 |
| 35. | List the ingredients used in breads. 122.52 C-9(a-k)                                                                     | 1 | 2 | 3 | 4 | 5 |
| 36. | Welcome guests and oversee customer comfort. 122.52 C-2(b), 4(b), 11(a-h)                                                | 1 | 2 | 3 | 4 | 5 |
| 37. | List ways to please customers. 122.52 C-11(a-h)                                                                          | 1 | 2 | 3 | 4 | 5 |
| 38. | Perform sidework duties (cleaning dining room, fill salt/pepper shakers and<br>sugar, setting the tables). 122.52 C-9(e) | 1 | 2 | 3 | 4 | 5 |

|     |                                                                                         |   |   |   |   |   |
|-----|-----------------------------------------------------------------------------------------|---|---|---|---|---|
| 39. | List the styles of service found among food service businesses. 122.52 C-3(b)           | 1 | 2 | 3 | 4 | 5 |
| 40. | Demonstrate at least one way to set a cover (breakfast, lunch, or dinner).<br>122.52 C- | 1 | 2 | 3 | 4 | 5 |
| 41. | Demonstrate presenting a menu to a guest. 122.52 C-11(d)                                | 1 | 2 | 3 | 4 | 5 |
| 42. | Demonstrate taking a guest's order and relaying to kitchen. 122.52 C-11(d,f)            | 1 | 2 | 3 | 4 | 5 |
| 43. | Demonstrate greeting and seating guests. 122.52 C-11(d)                                 | 1 | 2 | 3 | 4 | 5 |
| 44. | Package take-out orders, and serve take-out guests. 122.52 C-11(f)                      | 1 | 2 | 3 | 4 | 5 |
|     | Itemize and total price of each order. 122.52 C-12(a)                                   | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

### Third Semester Skills [Curriculum Goals]

|    |                                                                                                                          |   |   |   |   |   |
|----|--------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Maintain a neat, well-groomed appearance. 122.52 C-12(d-g)                                                               | 1 | 2 | 3 | 4 | 5 |
| 2  | Perform sanitation duties according to the schedule provided. 122.52 C-8(a,b,c,e,f)                                      | 1 | 2 | 3 | 4 | 5 |
| 3  | Inspect, sort, and store clean glassware, tableware, and flatware from the dish washing machine. 122.52 C-8(b)           | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate to a first year student how to follow standardized recipes used in food services. 122.52 C-9(f)              | 1 | 2 | 3 | 4 | 5 |
| 5  | Given a list of food service jobs, write down the responsibilities associated with each. 122.52 C-3(b)                   | 1 | 2 | 3 | 4 | 5 |
| 6  | Teach a first year student the tasks of a floater. 122.52 C-10(a,b)                                                      | 1 | 2 | 3 | 4 | 5 |
| 7  | Teach a first year student the tasks of a dining room attendant. 122.52 C-10(a,b)                                        | 1 | 2 | 3 | 4 | 5 |
| 8  | Teach a first year student the tasks of a storage room worker. 122.52 C-10(a,b)                                          | 1 | 2 | 3 | 4 | 5 |
| 9  | Teach a first year student the tasks of a baker. 122.52 C-10(a,b)                                                        | 1 | 2 | 3 | 4 | 5 |
| 10 | Teach a first year student the tasks of a salad maker. 122.52 C-10(a,b)                                                  | 1 | 2 | 3 | 4 | 5 |
| 11 | Teach a first year student the tasks of a line server. 122.52 C-10(a,b)                                                  | 1 | 2 | 3 | 4 | 5 |
| 12 | Teach a first year student the tasks of a cook's assistant. 122.52 C-10(a,b)                                             | 1 | 2 | 3 | 4 | 5 |
| 13 | Teach a first year student the tasks of a fry/grill cook. 122.52 C-10(a,b)                                               | 1 | 2 | 3 | 4 | 5 |
| 14 | Teach a first year student the tasks of a dishwasher. 122.52 C-10(a,b)                                                   | 1 | 2 | 3 | 4 | 5 |
| 15 | Prepare a dish made primarily with cheeses. 122.52 C-9(a-k)                                                              | 1 | 2 | 3 | 4 | 5 |
| 16 | Prepare a dish made with pasta. 122.52 C-9(a-k)                                                                          | 1 | 2 | 3 | 4 | 5 |
| 17 | Prepare a vegetable or fruit tray. 122.52 C-9(a-k)                                                                       | 1 | 2 | 3 | 4 | 5 |
| 18 | Prepare a quick bread. 122.52 C-9(a-k)                                                                                   | 1 | 2 | 3 | 4 | 5 |
| 19 | Welcome guests and oversee customer comfort. 122.52 C-2(b), 4(b), 11(a-h)                                                | 1 | 2 | 3 | 4 | 5 |
| 20 | List ways to please customers. 122.52 C-11(a-h)                                                                          | 1 | 2 | 3 | 4 | 5 |
| 21 | Perform sidework duties (cleaning dining room, fill salt/pepper shakers and sugar, setting the tables...). 122.52 C-9(e) | 1 | 2 | 3 | 4 | 5 |
| 22 | List the styles of service found among food service businesses. 122.52 C-3(b)                                            | 1 | 2 | 3 | 4 | 5 |
| 23 | Demonstrate at least one way to set a cover (breakfast, lunch, or dinner). 122.52 C-11(d)                                | 1 | 2 | 3 | 4 | 5 |
| 24 | Demonstrate presenting a menu to a guest.                                                                                | 1 | 2 | 3 | 4 | 5 |
| 25 | Demonstrate taking a guest's order and relaying to kitchen. 122.52 C-11(d,f)                                             | 1 | 2 | 3 | 4 | 5 |
| 26 | Demonstrate picking up, assembling, and inspecting orders. 122.52 C-11(d,f)                                              | 1 | 2 | 3 | 4 | 5 |
| 27 | Demonstrate greeting and seating guests. 122.52 C-11(d)                                                                  | 1 | 2 | 3 | 4 | 5 |
| 28 | Package take-out orders, and serve take-out guests. 122.52 C-11(f)                                                       | 1 | 2 | 3 | 4 | 5 |
| 29 | Serve food at a customer's table or seated banquet. 122.52 C-9(l)                                                        | 1 | 2 | 3 | 4 | 5 |
| 30 | Itemize and total price of each order. 122.52 C-12(a)                                                                    | 1 | 2 | 3 | 4 | 5 |
| 31 | Handle cash payments at a cash register and make change. 122.52 C-12(a)                                                  | 1 | 2 | 3 | 4 | 5 |
| 32 | Take inventories of food, utensils, and equipment. 122.52 C-9(a)                                                         | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

### Fourth Semester Skills [Curriculum Goals]

|   |                                                                                     |   |   |   |   |   |
|---|-------------------------------------------------------------------------------------|---|---|---|---|---|
| 1 | Maintain a neat, well-groomed appearance. 122.52 C-12(d-g)                          | 1 | 2 | 3 | 4 | 5 |
| 2 | Perform sanitation duties according to the schedule provided. 122.52 C-8(a,b,c,e,f) | 1 | 2 | 3 | 4 | 5 |

|    |                                                                                                                |   |   |   |   |   |
|----|----------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 3  | Inspect, sort, and store clean glassware, tableware, and flatware from the dish washing machine. 122.52 C-8(b) | 1 | 2 | 3 | 4 | 5 |
| 4  | Supervise a first year student at the dining room attendant's station. 122.52 C-8(b)                           | 1 | 2 | 3 | 4 | 5 |
| 5  | Supervise a first year student at the storage room worker's station. 122.52 C-8(b)                             | 1 | 2 | 3 | 4 | 5 |
| 6  | Supervise a first year student at the baker's station. 122.52 C-8(b)                                           | 1 | 2 | 3 | 4 | 5 |
| 7  | Supervise a first year student at the salad maker station. 122.52 C-8(b)                                       | 1 | 2 | 3 | 4 | 5 |
| 8  | Supervise a first year student at the line server station. 122.52 C-8(b)                                       | 1 | 2 | 3 | 4 | 5 |
| 9  | Supervise a first year student at the fry/grill cook station. 122.52 C-8(b)                                    | 1 | 2 | 3 | 4 | 5 |
| 10 | Supervise a first year student at the dishwasher station. 122.52 C-8(b)                                        | 1 | 2 | 3 | 4 | 5 |
| 11 | List special foods and special needs to consider when planning meals for children. 122.52 C-9(g,h)             | 1 | 2 | 3 | 4 | 5 |
| 12 | Plan and prepare a meal that could be served in a school lunchroom. 122.52 C-9(g,h)                            | 1 | 2 | 3 | 4 | 5 |
| 13 | Describe one type of meal that could be served to a person with a health problem. 122.52 C-9(i)                | 1 | 2 | 3 | 4 | 5 |
| 14 | Assemble and prepare ingredients and equipment for cooking. 122.52 C-8(e), 9(d)                                | 1 | 2 | 3 | 4 | 5 |
| 15 | Given a selection of three types of salads, prepare one. 122.52 C-9(a-k)                                       | 1 | 2 | 3 | 4 | 5 |
| 16 | Perform sidework duties (clean dining room, fill salt/pepper shakers and sugar, set tables). 122.52 C-9(e)     | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

TOTAL \_\_\_\_\_

**Grading/Scoring Criteria:**

| Evaluation Codes                                          | Level of Supervision |
|-----------------------------------------------------------|----------------------|
| 5. High Competence Level-Acquiring Skills                 | No Assistance        |
| 4. Moderately High Competence Level-Satisfactory Progress | Minimal Assistance   |
| 3. Adequate Competence Level-Limited Skill                | Routine Assistance   |
| 2. Moderately Low Competence Level-Needs Adaptations      | Frequent Assistance  |
| 1. Low Competence Level-Unable to Perform                 | Constant Assistance  |

SCORASOC/PH3

# ACQUISITION OF SPECIFIC OCCUPATIONAL SKILLS - SCORING DATA SHEET

Vocational Cluster: Hospitality Services

AM or PM

Teacher/Staff: Jacquelyn Kay

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Home School: \_\_\_\_\_

## Prerequisite Skills [Skills Needed to Successfully Complete the Program]

|    |                                                                                                                                                                           |   |   |   |   |   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Be able to perform assigned duties in Hospitality Services. TEKS 122.53, 1A, 1E, 1G, 2E, 7A-E, 14G, 14E, 14I, 15B, 15C, 16E,                                              | 1 | 2 | 3 | 4 | 5 |
| 2  | Be able to follow basic safety rules. TEKS 122.53, 2E                                                                                                                     | 1 | 2 | 3 | 4 | 5 |
| 3  | Be able to follow basic instructions. TEKS 122.53, 2E                                                                                                                     | 1 | 2 | 3 | 4 | 5 |
| 4  | Be able to perform housekeeping duties in hotels and motels. TEKS 122.53, 3E, 14G                                                                                         | 1 | 2 | 3 | 4 | 5 |
| 5  | Be able to work with different cleaning supplies. TEKS 122.53, 2E                                                                                                         | 1 | 2 | 3 | 4 | 5 |
| 6  | Be able to work with different types of equipment such as: kitchen equipment, restroom equipment, hotel or motel equipment for cleaning rooms, etc. TEKS 122.53, 2E, 7A-E | 1 | 2 | 3 | 4 | 5 |
| 7  | Be able to maintain a neat well groomed appearance. TEKS 122.53, 2E, 16E, 9B                                                                                              | 1 | 2 | 3 | 4 | 5 |
| 8  | Be able to prepare basic meals. TEKS 122.53, 14 E, 15B, 15C,                                                                                                              | 1 | 2 | 3 | 4 | 5 |
| 9  | Be able to read simple recipes. TEKS 122.53, 14G, 15B, 15C,                                                                                                               | 1 | 2 | 3 | 4 | 5 |
| 10 | Be able to perform simple sewing techniques for repairs. TEKS 5031.122.7, 6D, E page K-3                                                                                  | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

## First Semester Skills [Curriculum Goals]

|    |                                                                                                                                                                                  |   |   |   |   |   |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Identify vocabulary words related to hospitality services. TEKS 122.53, 1A, 1B, 1C                                                                                               | 1 | 2 | 3 | 4 | 5 |
| 2  | Identify and demonstrate the proper measuring utensils, cooking equipment, and ingredients needed when preparing a meal or baking cakes, pies, and cookies. TEKS 122.53 15C, 14G | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate how cleaning supplies are stored. TEKS 122.53, 2E, 7A-E                                                                                                              | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate the correct way to set a table. TEKS 122.53, 15B                                                                                                                     | 1 | 2 | 3 | 4 | 5 |
| 5  | List the different laundry equipment and supplies. TEKS 122.53, 2E, 7A-E                                                                                                         | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate the proper procedures for loading a washing machine without overloading and the right amount of detergent. TEKS 122.53 2E, 7A-E                                      | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate the proper procedures for loading a dryer without overloading and the methods used to clean lint filters. TEKS 122.53, 2E, 7A-E                                      | 1 | 2 | 3 | 4 | 5 |
| 8  | Identify the proper cleaning equipment and supplies used to clean hotel and motel rooms. TEKS 122.53, 2E, 7A-E                                                                   | 1 | 2 | 3 | 4 | 5 |
| 9  | Identify the proper cleaning supplies and equipment used to clean restrooms in hotels and motels. TEKS 122.53, 2E, 14G                                                           | 1 | 2 | 3 | 4 | 5 |
| 10 | Identify the proper cleaning equipment and supplies used to clean kitchens in hotels and motels. TEKS 122.53, 2E, 7A-E                                                           | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

Second Semester Skills [Curriculum Goals]

|    |                                                                                                                                                                           |   |   |   |   |   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Demonstrate the proper way to remove bed linens, pillows, mattress pads, blankets, bedspreads and replace each item correctly when making the beds. TEKS 122.53, 2E, 7A-E | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate how to dust hotels and motels rooms correctly using the correct equipment and supplies. TEKS 122.53, 2E, 1-2                                                  | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate the correctly procedures when removing trash from the rooms. TEKS 122.53, 2E                                                                                  | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate the correct procedures, equipment, and supplies when cleaning the bathrooms. TEKS 122.53, 2E                                                                  | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate the correct procedures, supplies, and equipment when sweeping and mopping floors. TEKS 122.53, 2E                                                             | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate the correct procedures, equipment, and supplies when cleaning windows, glass, and mirrors. TEKS 122.53, 2E                                                    | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate the correct procedures, supplies, and equipment when cleaning walls. TEKS 122.53, 2E                                                                          | 1 | 2 | 3 | 4 | 5 |
| 8  | Identify and demonstrate the proper measuring utensils, cooking equipment, and ingredients needed when preparing a specific meal. TEKS 122.53, 15C, 14G                   | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate the correct way to set a table banquet style. TEKS 122.53, 15B                                                                                                | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate the correct sewing techniques when making repairs. TEKS 5031.122.7, 6D,E, page K-3                                                                            | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

Third Semester Skills [Curriculum Goals]

|    |                                                                                                                                             |   |   |   |   |   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Demonstrate the correct way to fill out job applications. 122.53 TEKS 9B, 9E                                                                | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate skills needed when interviewing for a job. 122.53 TEKS 8B, 9B, 9E                                                               | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate the correct procedures for front office responsibilities such as filing papers in alphabetical order. 122.53 TEKS 10F, 11F, 12E | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate how to answer a phone at the front desk. TEKS 122.53, 10F, 11F, 12E                                                             | 1 | 2 | 3 | 4 | 5 |
| 5  | List different job-related accident. TEKS 122.53, 14J                                                                                       | 1 | 2 | 3 | 4 | 5 |
| 6  | Identify different ways to prevent accidents. TEKS 122.53, 14J                                                                              | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate how to use a sewing machine to do simple repairs on linens. 5031.122.74 TEKS 6D,E, page K-3                                     | 1 | 2 | 3 | 4 | 5 |
| 8  | Identify fire prevention techniques. TEKS 122.53, 14J                                                                                       | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate the different types of food and beverage operations. TEKS 122.53, 15B, 15C                                                      | 1 | 2 | 3 | 4 | 5 |
| 10 | Be able to select and demonstrate proper food preparation and service techniques to help food maintain nutrients. 122.53 TEKS 14E, I, 15C   | 1 | 2 | 3 | 4 | 5 |

Fourth Semester Skills [Curriculum Goals]

|    |                                                                                                                                                       |   |   |   |   |   |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Demonstrate how to make food look appetizing on plates and serving dishes. TEKS 122.53, 15B,15C                                                       | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate how to use proper cooking techniques so that food looks appetizing and not mushy or discolored. TEKS 122.53, 15B,15C                      | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate how to use food garnishes to make the food appetizing such as: dills, mints, and chives etc. TEKS 122.53, 15B,15C                         | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate the correct procedures to pack fast food and takeout food. TEKS 122.53, 14I,J, 15B,15C                                                    | 1 | 2 | 3 | 4 | 5 |
| 5  | Maintain a neat and well groomed appearance. TEKS 122.53, 2E,6E                                                                                       | 1 | 2 | 3 | 4 | 5 |
| 6  | Set up a room for a banquet. TEKS 122.53, 14C,E,F,G,I,J,15B                                                                                           | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate the correct procedures for removing food, plates, utensils, etc., from a banquet set up. TEKS 122.53, 14I,J, 15B,1-2                      | 1 | 2 | 3 | 4 | 5 |
| 8  | List different ways to help control pests. TEKS 122.53, 14H,I,J                                                                                       | 1 | 2 | 3 | 4 | 5 |
| 9  | Set up a room for a family style service, demonstrating place setting techniques. TEKS 122.53, 15B                                                    | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate the correct procedures for serving and removing food, plates, utensils, etc., for a family style service. TEKS 122.53, 14C,E,F,G,I,J, 15B | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

TOTAL \_\_\_\_\_

Grading/Scoring Criteria:

| Evaluation Codes                                          | Level of Supervision |
|-----------------------------------------------------------|----------------------|
| 5. High Competence Level-Acquiring Skills                 | No Assistance        |
| 4. Moderately High Competence Level-Satisfactory Progress | Minimal Assistance   |
| 3. Adequate Competence Level-Limited Skill                | Routine Assistance   |
| 2. Moderately Low Competence Level-Needs Adaptations      | Frequent Assistance  |
| 1. Low Competence Level-Unable to Perform                 | Constant Assistance  |

SCORASOC/PI13

**ACQUISITION OF SPECIFIC OCCUPATIONAL SKILLS - SCORING DATA SHEET****Vocational Cluster: Laundry Services****AM or PM****Teacher/Staff: Timothy Brisco****Date: \_\_\_\_\_****Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Sex: \_\_\_\_\_****Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Home School: \_\_\_\_\_****Prerequisite Skills [Skills Needed to Successfully Complete the Program]**

|    |                                                                                                           |   |   |   |   |   |
|----|-----------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Be able to perform assigned duties in Laundry and Dry Cleaning. TEKS 1A                                   | 1 | 2 | 3 | 4 | 5 |
| 2  | Be able to follow basic safety rules. TEKS 1E                                                             | 1 | 2 | 3 | 4 | 5 |
| 3  | Maintain a neat appearance and personal grooming. TEKS 1E                                                 | 1 | 2 | 3 | 4 | 5 |
| 4  | Be able to demonstrate productive work habits. TEKS 1C                                                    | 1 | 2 | 3 | 4 | 5 |
| 5  | Be able to read, write and take orders from customers. TEKS 2A                                            | 1 | 2 | 3 | 4 | 5 |
| 6  | Be willing to understand the employability characteristics of a successful worker in a workplace. TEKS 1A | 1 | 2 | 3 | 4 | 5 |
| 7  | Be able to follow basic instructions. TEKS 1E                                                             | 1 | 2 | 3 | 4 | 5 |
| 8  | Be willing to work with different cleaning supplies. TEKS 3A                                              | 1 | 2 | 3 | 4 | 5 |
| 9  | Be able to identify different work stations in to perform Laundry and Dry Cleaning. TEKS 1A               | 1 | 2 | 3 | 4 | 5 |
| 10 | Be able to communicate with people. TEKS 2A                                                               | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

**First Semester Skills [Curriculum Goals]**

|    |                                                                                                    |   |   |   |   |   |
|----|----------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Identify vocabulary words related to Laundry and Dry Cleaning. TEKS 1A, 1B                         | 1 | 2 | 3 | 4 | 5 |
| 2  | Identify different types of fabrics, garments, and materials. TEKS 3B                              | 1 | 2 | 3 | 4 | 5 |
| 3  | Identify the process of cleaning different types of fabrics, garments, and materials. TEKS 3B      | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate the process of separating dark clothes from colored and white clothes. TEKS 3B         | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate how to load clothes into machines and operate. TEKS 4A                                 | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate cleaning solvents, soaps, and chemicals used for cleaning clothes. TEKS 2C, 3A         | 1 | 2 | 3 | 4 | 5 |
| 7  | Be able to utilize the steam press, hand iron, and drip dry process. TEKS 5C                       | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate how to receive and write customers' name, date to place order in special bags. TEKS 2A | 1 | 2 | 3 | 4 | 5 |
| 9  | Be able to match tag and clothes with name on ticket. TEKS 2A                                      | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate how to place clothes in special bags and place in special places. TEKS 5A              | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

### Second Semester Skills [Curriculum Goals]

|    |                                                                                                                  |   |   |   |   |   |
|----|------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Identify different types of cleaning solvents, soaps, and chemicals as related to their use and storage. TEKS 3A | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate how to hang all blouses after cleaned. TEKS 2C, 4A, 5A                                               | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate the correct procedures for laying all pants together after cleaned. TEKS 2C, 4A, 5A                  | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate the procedures for hanging all coats together after cleaned. TEKS 2C, 4A, 5A                         | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate the correct procedures for hanging all dresses together after cleaned. TEKS 2C, 4A, 5A               | 1 | 2 | 3 | 4 | 5 |
| 6  | Be able to demonstrate the fundamentals of pressing and ironing. TEKS 3E                                         | 1 | 2 | 3 | 4 | 5 |
| 7  | Be able to package and wrap cleaned items. TEKS 5D                                                               | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate how to get orders from lines by finding ticket first. TEKS 2B, 2D                                    | 1 | 2 | 3 | 4 | 5 |
| 9  | Be able to role-play how to greet customers. TEKS 2A, 5A                                                         | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate how each bundle of clothes goes to separate stations: pants, coats, dresses, and blouses. TEKS 5A    | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

### Third Semester Skills [Curriculum Goals]

|    |                                                                               |   |   |   |   |   |
|----|-------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Demonstrate how pants pockets must be flat before pressing. TEKS 3C           | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate how pleats on pants must be sharp. TEKS 3C                        | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate putting pants on pants topper. TEKS 3C                            | 1 | 2 | 3 | 4 | 5 |
| 4  | Be able to show how to remove pants from topper after steaming stops. TEKS 3C | 1 | 2 | 3 | 4 | 5 |
| 5  | Demonstrate pressing one leg at a time on the pants press. TEKS 3C            | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate how to hang pants after pressed. TEKS 3C                          | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate pressing sleeves of shirts. TEKS 3C                               | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate pressing the cuffs. TEKS 3C                                       | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate how to use the cuff and collar machine. TEKS 2C, 3C               | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate how to buck to finish the front of shirts. TEKS 2C, 3C            | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

Fourth Semester Skills [Curriculum Goals]

|    |                                                                              |   |   |   |   |   |
|----|------------------------------------------------------------------------------|---|---|---|---|---|
| 1  | Demonstrate how to press a yoke on dresses. TEKS 2C, 3C                      | 1 | 2 | 3 | 4 | 5 |
| 2  | Demonstrate how to press the back of dresses. TEKS 2C, 3C                    | 1 | 2 | 3 | 4 | 5 |
| 3  | Demonstrate how to press a collar on dresses. TEKS 2C, 3C                    | 1 | 2 | 3 | 4 | 5 |
| 4  | Demonstrate how to press a tail on dresses. TEKS 2C, 3C                      | 1 | 2 | 3 | 4 | 5 |
| 5  | Show how to hang dresses on a hanger and place on a conveyer. TEKS 2C        | 1 | 2 | 3 | 4 | 5 |
| 6  | Demonstrate how to press skirts. TEKS 2C, 3C                                 | 1 | 2 | 3 | 4 | 5 |
| 7  | Demonstrate how to match tags and clothes with names on tickets. TEKS 2B, 2D | 1 | 2 | 3 | 4 | 5 |
| 8  | Demonstrate how to inspect garments. TEKS 2B, 2D                             | 1 | 2 | 3 | 4 | 5 |
| 9  | Demonstrate how to work orders by comparing tag numbers. TEKS 2B, C, D       | 1 | 2 | 3 | 4 | 5 |
| 10 | Demonstrate how to run tickets through computer cash register. TEKS 2B,D     | 1 | 2 | 3 | 4 | 5 |

SUB-TOTAL \_\_\_\_\_

TOTAL \_\_\_\_\_

Grading/Scoring Criteria:

| Evaluation Codes                                          | Level of Supervision |
|-----------------------------------------------------------|----------------------|
| 5. High Competence Level-Acquiring Skills                 | No Assistance        |
| 4. Moderately High Competence Level-Satisfactory Progress | Minimal Assistance   |
| 3. Adequate Competence Level-Limited Skill                | Routine Assistance   |
| 2. Moderately Low Competence Level-Needs Adaptations      | Frequent Assistance  |
| 1. Low Competence Level-Unable to Perform                 | Constant Assistance  |

ASOS-LS/MW4B

## Appendix H

### LIFE CENTERED CAREER EDUCATION AND STANDARDS OF WORK PERFORMANCE MATRIX WM. A. QUINONES, PH.D. - 1998

Each Number Code on the LCCE corresponds to a subcompetency for which there are comprehensive lesson plans available. For example, Code 86 [Meets demands for quality work] corresponds to subcompetency 86 (Brolin, 1997). For the WAP, the Code Letters and Numbers refer to item numbers in the four areas: HA-Work Habits, IR-Interpersonal relationships, CO=Cognitive Skills, and WP-Work Performance (Becker, 1989).

| LCCE CURRICULUM AREA, Competency, and Subcompetency (Brolin, 1997, pp. 12-13) | STREET [COMMUNITY] SURVIVAL SKILLS CURRICULUM AND TEST (Linkenhoker & McCarron, 1979) | BECKER WORK ADJUSTMENT PROFILE (Becker, 1989) |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>DAILY LIVING SKILLS</b>                                                    |                                                                                       |                                               |
| <i>1. Managing Personal Finance</i>                                           |                                                                                       |                                               |
| 01 Identify money and make correct change                                     | MONEY                                                                                 | CO1<br>CO10                                   |
| 02 Make responsible expenditures                                              | MONEY                                                                                 | CO1<br>CO10                                   |
| 03 Keep basic financial records                                               |                                                                                       |                                               |
| 04 Calculate and pay taxes                                                    |                                                                                       |                                               |
| 05 Use credit responsibly                                                     |                                                                                       |                                               |
| 06 Use banking services                                                       |                                                                                       | CO1<br>CO10                                   |
| <i>2. Selecting and Managing a Household</i>                                  |                                                                                       |                                               |
| 07 Maintain home exterior/interior                                            |                                                                                       |                                               |
| 08 Use basic appliances and tools                                             | MEASUREMENTS<br>TOOLS<br>DOMESTIC MANAGEMENT                                          | C09<br>WP14                                   |
| 09 Select adequate housing                                                    |                                                                                       |                                               |
| 10 Set up household                                                           |                                                                                       |                                               |
| 11 Maintain home grounds                                                      |                                                                                       |                                               |
| <i>3. Caring for Personal Needs</i>                                           |                                                                                       |                                               |
| 12 Physical fitness, nutrition, and weight                                    |                                                                                       |                                               |

|                                                                  |                                                    |                                                   |                     |
|------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------|---------------------|
| 13                                                               | Grooming and hygiene                               | HEALTH, FIRST AID, AND SAFETY                     | CO12<br>HA1<br>HA10 |
| 14                                                               | Dress appropriately                                |                                                   | HA3                 |
| 15                                                               | Common illness, prevention, and treatment          | HEALTH, FIRST AID, AND SAFETY                     | HA1<br>WP16         |
| 16                                                               | Practice personal safety                           | FUNCTIONAL SIGNS<br>HEALTH, FIRST AID, AND SAFETY | WP15<br>WP16        |
| <b>4. Raising Children and Meeting Marriage Responsibilities</b> |                                                    |                                                   |                     |
| 17                                                               | Physical care for raising children                 |                                                   |                     |
| 18                                                               | Psychological aspects of raising children          |                                                   |                     |
| 19                                                               | Marriage responsibilities                          |                                                   |                     |
| <b>5. Buying, Preparing, and Consuming Food</b>                  |                                                    |                                                   |                     |
| 20                                                               | Purchase food                                      | DOMESTIC MANAGEMENT                               | C01<br>CO10         |
| 21                                                               | Clean food preparation areas                       |                                                   |                     |
| 22                                                               | Store food                                         |                                                   |                     |
| 23                                                               | Prepare meals                                      |                                                   |                     |
| 24                                                               | Appropriate eating habits                          |                                                   | HA9                 |
| 25                                                               | Plan and eat balanced meals                        |                                                   |                     |
| <b>6. Buying and Caring for Clothing</b>                         |                                                    |                                                   |                     |
| 26                                                               | Wash/clean clothing                                |                                                   |                     |
| 27                                                               | Purchase clothing                                  |                                                   | C01<br>CO10         |
| 28                                                               | Iron, mend and store clothing                      |                                                   |                     |
| <b>7. Establishing Responsible Citizenship</b>                   |                                                    |                                                   |                     |
| 29                                                               | Civil rights and responsibilities                  |                                                   |                     |
| 30                                                               | Nature of local, state, and federal governments    |                                                   |                     |
| 31                                                               | Knowledge of the law and ability to follow the law |                                                   |                     |
| 32                                                               | Knowledge of citizen rights and responsibilities   |                                                   | IR2<br>IR5          |

|                                                                     |                  |                   |
|---------------------------------------------------------------------|------------------|-------------------|
|                                                                     |                  | IR6<br>IR9        |
| <b>8. Utilizing Recreational Facilities and Engaging in Leisure</b> |                  |                   |
| 33 Available community resources                                    | FUNCTIONAL SIGNS |                   |
| 34 Choose and plan activities                                       |                  |                   |
| 35 Value of recreation                                              |                  |                   |
| 36 Engage in group and individual activities                        |                  |                   |
| 37 Plan vacation time                                               |                  |                   |
| <b>9. Getting Around the Community</b>                              |                  |                   |
| 38 Traffic rules and safety                                         | FUNCTIONAL SIGNS |                   |
| 39 Various means of transportation                                  | PUBLIC SERVICES  | CO19              |
| 40 Find way around community                                        |                  | CO19              |
| 41 Drive a car                                                      |                  |                   |
|                                                                     |                  |                   |
|                                                                     |                  |                   |
| <b>PERSONAL-SOCIAL SKILLS</b>                                       |                  |                   |
| <b>10. Achieving Self Awareness</b>                                 |                  |                   |
| 42 Identify physical and psychological needs                        |                  | CO12              |
| 43 Identify interests and abilities                                 |                  |                   |
| 44 Identify emotions                                                |                  |                   |
| 45 Knowledge of physical self                                       |                  | CO12              |
| <b>11. Acquiring Self Confidence</b>                                |                  |                   |
| 46 Express feelings of self-worth                                   |                  |                   |
| 47 Describe other's perception of self                              |                  |                   |
| 48 Accept and give praise                                           |                  |                   |
| 49 Accept and give criticism                                        |                  | IR7               |
| 50 Confidence in oneself                                            |                  |                   |
| <b>12. Achieving Socially Responsible Behavior</b>                  |                  |                   |
| 51 Respect for the rights and properties of others                  |                  | IR1<br>IR4<br>IR6 |
| 52 Recognize authority and follow instructions                      |                  | IR3               |

|                                                  |                                                |                                    |
|--------------------------------------------------|------------------------------------------------|------------------------------------|
| 53                                               | Appropriate behavior in public places          | IR3                                |
| 54                                               | Know important character traits                | IR4<br>IR10                        |
| 55                                               | Recognize personal roles                       |                                    |
| <i>13. Maintaining Good Interpersonal Skills</i> |                                                |                                    |
| 56                                               | Listening and responding skills                | CO2<br>CO13<br>WP5<br>WP8          |
| 57                                               | Establish and maintain close relationships     |                                    |
| 58                                               | Make and maintain friendships                  |                                    |
| <i>14. Achieving Independence</i>                |                                                |                                    |
| 59                                               | Strive toward self-actualization               |                                    |
| 60                                               | Demonstrate self-organization                  | CO15<br>CO18<br>WP3<br>WP7<br>WP10 |
| 61                                               | Awareness of how one's behavior affects others | IR8                                |
| <i>15. Making Adequate Decisions</i>             |                                                |                                    |
| 62                                               | Locate and utilize sources of assistance       | CO12<br>WP5<br>WP8                 |
| 63                                               | Anticipate consequences                        |                                    |
| 64                                               | Develop and evaluate alternatives              |                                    |
| 65                                               | Recognize nature of a problem                  |                                    |
| 66                                               | Develop goal-seeking behavior                  |                                    |
| <i>16. Communicating with Others</i>             |                                                |                                    |
| 67                                               | Recognize and respond to emergency situations  | CO8                                |
| 68                                               | Communicate with understanding                 | CO2<br>CO3                         |

|                                                             |                                                           |                    |
|-------------------------------------------------------------|-----------------------------------------------------------|--------------------|
|                                                             |                                                           | C08<br>WP5<br>WP8  |
| 69                                                          | Know subtleties of communication                          |                    |
|                                                             |                                                           |                    |
|                                                             |                                                           |                    |
| <b>OCCUPATIONAL GUIDANCE AND PREPARATION</b>                |                                                           |                    |
| <i>17. Knowing and Exploring Occupational Opportunities</i> |                                                           |                    |
| 70                                                          | Identify remunerative aspects of work                     |                    |
| 71                                                          | Locate sources of occupational and training information   |                    |
| 72                                                          | Identify personal values                                  |                    |
| 73                                                          | Identify societal values                                  |                    |
| 74                                                          | Classify jobs into occupational categories                |                    |
| 75                                                          | Investigate local occupational and training opportunities |                    |
| <i>18. Selecting and Planning Occupational Choices</i>      |                                                           |                    |
| 76                                                          | Make realistic occupational choices                       |                    |
| 77                                                          | Identify requirements of appropriate and available jobs   |                    |
| 78                                                          | Identify occupational aptitudes                           |                    |
| 79                                                          | Identify major occupational interests                     |                    |
| 80                                                          | Identify major occupational needs                         |                    |
| <i>19. Exhibiting Appropriate Work Habits and Behavior</i>  |                                                           |                    |
| 81                                                          | Follow directions and observe regulations                 | CO13<br>IR3<br>IR7 |
| 82                                                          | Recognize importance of attendance and punctuality        | HA4<br>HA6         |

|                                                           |                                     |                                                                                                                                                      |
|-----------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 83                                                        | Recognize importance of supervision | CO13<br>IR3<br>IR7<br>WP16                                                                                                                           |
| 84                                                        | Knowledge of occupational safety    | WP15<br>WP16                                                                                                                                         |
| 85                                                        | Work with others                    | IR2<br>IR4<br>IR5<br>IR10                                                                                                                            |
| 86                                                        | Meet demands for quality work       | CO14<br>CO15<br>CO16<br>CO17<br>CO18<br>HA5<br>HA7<br>IR11<br>IR12<br>WP1<br>WP2<br>WP3<br>WP6<br>WP7<br>WP9<br>WP10<br>WP11<br>WP14<br>WP15<br>WP21 |
| 87                                                        | Work at a satisfactory rate         | WP4<br>WP13                                                                                                                                          |
| 20. <i>Seeking, Securing &amp; Maintaining Employment</i> |                                     |                                                                                                                                                      |
| 88                                                        | Search for a job                    |                                                                                                                                                      |

|                                                   |                                                          |                |                   |
|---------------------------------------------------|----------------------------------------------------------|----------------|-------------------|
| 89                                                | Apply for a job                                          | TIME           | CO4<br>CO5<br>CO6 |
| 90                                                | Interview for a job                                      |                |                   |
| 91                                                | Know how to maintain post-school occupational adjustment |                |                   |
| 92                                                | Knowledge of competitive standards                       |                |                   |
| 93                                                | Adjust to changes in employment                          |                |                   |
| <i>21. Obtaining Specific Occupational Skills</i> |                                                          |                |                   |
| 94                                                | Demonstrate stamina and endurance                        |                | WP17<br>WP22      |
| 95                                                | Demonstrate satisfactory balance and coordination        |                | HA8<br>WP20       |
| 96                                                | Demonstrate manual dexterity                             |                | WP18<br>WP19      |
| 97                                                | Demonstrate sensory discrimination                       | BASIC CONCEPTS | CO11              |
| <i>22. Obtaining Specific Occupational Skills</i> |                                                          |                |                   |
| 98                                                | Obtaining Specific Occupational Skills                   |                |                   |

LCCE-SWP CURR

**Appendix I**  
**LIFE CENTERED CAREER EDUCATION**  
**AND SPECIFIC VOCATIONAL PROGRAMS**  
**[INPUT FROM MULTIPLE CAREERS MAGNET CENTER STAFF]**

Each Number Code on the LCCE corresponds to a subcompetency for which there are comprehensive lesson plans available. For example, Code 86 [Meets demands for quality work] corresponds to subcompetency 86 (Brolin, 1997). For the WAP, the Code Letters and Numbers refer to item numbers in the four areas: HA-Work Habits, IR-Interpersonal relationships, CO=Cognitive Skills, and WP-Work Performance (Becker, 1989).

| LCCE CURRICULUM AREA,<br>Competency, and Subcompetency | STREET<br>[COMMUNITY]<br>SURVIVAL SKILLS<br>CURRICULUM AND<br>TEST | BECKER<br>WORK<br>ADJUSTMENT<br>PROFILE | BLDG<br>MAIN | BUS<br>OFF<br>CLER | BUS<br>OFF<br>SERV | FOOD<br>SERV | GEN<br>CONS | HOSP<br>SERV | LAUN<br>DRY<br>CL | JOB<br>PLAC<br>TRAN |
|--------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------|--------------|--------------------|--------------------|--------------|-------------|--------------|-------------------|---------------------|
| <b>DAILY LIVING SKILLS</b>                             |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| <i>1. Managing Personal Finance</i>                    |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 01 Identify money and make correct change              | MONEY                                                              | CO1<br>CO10                             | XXX          | XXX                | XXX                | XXX          | XXX         |              | XXX               |                     |
| 02 Make responsible expenditures                       | MONEY                                                              | CO1<br>CO10                             |              | XXX                | XXX                | XXX          |             |              |                   |                     |
| 03 Keep basic financial records                        |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 04 Calculate and pay taxes                             |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 05 Use credit responsibly                              |                                                                    |                                         |              |                    |                    |              | XXX         |              |                   |                     |
| 06 Use banking services                                |                                                                    | CO1<br>CO10                             |              |                    |                    | XXX          |             |              |                   |                     |
| <i>2. Selecting and Managing a Household</i>           |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 07 Maintain home exterior/interior                     |                                                                    |                                         | XXX          |                    |                    |              | XXX         | XXX          |                   |                     |
| 08 Use basic appliances and tools                      | MEASUREMENTS<br>TOOLS<br>DOMESTIC<br>MANAGEMENT                    | C09<br>WP14                             | XXX          |                    |                    | XXX          | XXX         | XXX          | XXX               |                     |
| 09 Select adequate housing                             |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 10 Set up household                                    |                                                                    |                                         |              |                    |                    |              |             | XXX          |                   |                     |
| 11 Maintain home grounds                               |                                                                    |                                         | XXX          |                    |                    |              |             |              |                   |                     |

| LCCE CURRICULUM AREA,<br><i>Competency</i> , and Subcompetency           | STREET<br>[COMMUNITY]<br>SURVIVAL SKILLS<br>CURRICULUM AND<br>TEST | BECKER<br>WORK<br>ADJUSTMENT<br>PROFILE | BLDG<br>MAIN | BUS<br>OFF<br>CLER | BUS<br>OFF<br>SERV | FOOD<br>SERV | GEN<br>CONS | HOSP<br>SERV | LAUN<br>DRY<br>CL. | JOB<br>PLAC<br>TRAN |
|--------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------|--------------|--------------------|--------------------|--------------|-------------|--------------|--------------------|---------------------|
| <b>3. Caring for Personal Needs</b>                                      |                                                                    |                                         |              |                    |                    |              |             |              |                    |                     |
| 12 Physical fitness, nutrition, and weight                               |                                                                    |                                         |              |                    |                    | XXX          | XXX         |              |                    |                     |
| 13 Grooming and hygiene                                                  | HEALTH, FIRST AID,<br>AND SAFETY                                   | CO12<br>HA1<br>HA10                     | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |
| 14 Dress appropriately                                                   |                                                                    | HA3                                     | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |
| 15 Common illness, prevention, and<br>treatment                          | HEALTH, FIRST AID,<br>AND SAFETY                                   | HA1<br>WP16                             |              |                    |                    | XXX          |             |              |                    |                     |
| 16 Practice personal safety                                              | FUNCTIONAL SIGNS<br>HEALTH, FIRST AID,<br>AND SAFETY               | WP15<br>WP16                            | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |
| <b>4. Raising Children and Meeting<br/>Marriage<br/>Responsibilities</b> |                                                                    |                                         |              |                    |                    |              |             |              |                    |                     |
| 17 Physical care for raising children                                    |                                                                    |                                         |              |                    |                    |              |             |              |                    |                     |
| 18 Psychological aspects of raising<br>children                          |                                                                    |                                         |              |                    |                    |              |             |              |                    |                     |
| 19 Marriage responsibilities                                             |                                                                    |                                         |              |                    |                    |              |             |              |                    |                     |
| <b>5. Buying, Preparing, and Consuming<br/>Food</b>                      |                                                                    |                                         |              |                    |                    |              |             |              |                    |                     |
| 20 Purchase food                                                         | DOMESTIC<br>MANAGEMENT                                             | C01<br>CO10                             |              |                    |                    | XXX          |             | XXX          |                    |                     |
| 21 Clean food preparation areas                                          |                                                                    |                                         |              |                    |                    | XXX          |             | XXX          |                    |                     |
| 22 Store food                                                            |                                                                    |                                         |              |                    |                    | XXX          |             | XXX          |                    |                     |
| 23 Prepare meals                                                         |                                                                    |                                         |              |                    |                    | XXX          |             | XXX          |                    |                     |
| 24 Appropriate eating habits                                             |                                                                    | HA9                                     |              |                    |                    | XXX          |             | XXX          |                    |                     |
| 25 Plan and eat balanced meals                                           |                                                                    |                                         |              |                    |                    | XXX          |             | XXX          |                    |                     |
| <b>6. Buying and Caring for Clothing</b>                                 |                                                                    |                                         |              |                    |                    |              |             |              |                    |                     |
| 26 Wash/clean clothing                                                   |                                                                    |                                         |              |                    |                    |              |             |              | XXX                |                     |

| LCCE CURRICULUM AREA,<br>Competency, and Subcompetency              | STREET<br>[COMMUNITY]<br>SURVIVAL SKILLS<br>CURRICULUM AND<br>TEST | BECKER<br>WORK<br>ADJUSTMENT<br>PROFILE | BLDG<br>MAIN | BUS<br>OFF<br>CLER | BUS<br>OFF<br>SERV | FOOD<br>SERV | GEN<br>CONS | HOSP<br>SERV | LAUN<br>DRY<br>CL | JOB<br>PLAC<br>TRAN |
|---------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------|--------------|--------------------|--------------------|--------------|-------------|--------------|-------------------|---------------------|
| 27 Purchase clothing                                                |                                                                    | CO1<br>CO10                             |              |                    |                    |              |             |              | XXX               |                     |
| 28 Iron, mend and store clothing                                    |                                                                    |                                         |              |                    |                    |              |             |              | XXX               |                     |
| <b>7. Establishing Responsible Citizenship</b>                      |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 29 Civil rights and responsibilities                                |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 30 Nature of local, state, and federal governments                  |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 31 Knowledge of the law and ability to follow the law               |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 32 Knowledge of citizen rights and responsibilities                 |                                                                    | IR2<br>IR5<br>IR6<br>IR9                |              |                    |                    |              |             |              |                   |                     |
| <b>8. Utilizing Recreational Facilities and Engaging in Leisure</b> |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 33 Available community resources                                    | FUNCTIONAL SIGNS                                                   |                                         |              |                    |                    |              |             |              | XXX               | XXX                 |
| 34 Choose and plan activities                                       |                                                                    |                                         |              |                    |                    |              |             |              | XXX               | XXX                 |
| 35 Value of recreation                                              |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 36 Engage in group and individual activities                        |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 37 Plan vacation time                                               |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| <b>9. Getting Around the Community</b>                              |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 38 Traffic rules and safety                                         | FUNCTIONAL SIGNS                                                   |                                         | XXX          |                    |                    |              | XXX         |              |                   | XXX                 |
| 39 Various means of transportation                                  | PUBLIC SERVICES                                                    | CO19                                    |              |                    |                    |              | XXX         |              | XXX               | XXX                 |
| 40 Find way around community                                        |                                                                    | CO19                                    |              |                    |                    |              | XXX         |              |                   | XXX                 |
| 41 Drive a car                                                      |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
|                                                                     |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| <b>PERSONAL-SOCIAL SKILLS</b>                                       |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| <b>10. Achieving Self Awareness</b>                                 |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |

| LCCE CURRICULUM AREA,<br><i>Competency</i> , and Subcompetency | STREET<br>[COMMUNITY]<br>SURVIVAL SKILLS<br>CURRICULUM AND<br>TEST | BECKER<br>WORK<br>ADJUSTMENT<br>PROFILE | BLDG<br>MAIN | BUS<br>OFF<br>CLER | BUS<br>OFF<br>SERV | FOOD<br>SERV | GEN<br>CONS | HOSP<br>SERV | LAUN<br>DRY<br>CL. | JOB<br>PLAC<br>TRAN |
|----------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------|--------------|--------------------|--------------------|--------------|-------------|--------------|--------------------|---------------------|
| 42 Identify physical and psychological needs                   |                                                                    | CO12                                    |              |                    |                    | XXX          |             |              |                    |                     |
| 43 Identify interests and abilities                            |                                                                    |                                         |              |                    |                    | XXX          |             |              |                    | XXX                 |
| 44 Identify emotions                                           |                                                                    |                                         |              |                    |                    | XXX          |             |              |                    |                     |
| 45 Knowledge of physical self                                  |                                                                    | CO12                                    |              |                    |                    | XXX          |             |              |                    |                     |
| <i>11. Acquiring Self Confidence</i>                           |                                                                    |                                         |              |                    |                    |              |             |              |                    |                     |
| 46 Express feelings of self-worth                              |                                                                    |                                         |              |                    |                    | XXX          |             |              |                    |                     |
| 47 Describe other's perception of self                         |                                                                    |                                         |              |                    |                    | XXX          |             |              |                    |                     |
| 48 Accept and give praise                                      |                                                                    |                                         | XXX          |                    |                    | XXX          |             |              | XXX                |                     |
| 49 Accept and give criticism                                   |                                                                    | IR7                                     | XXX          |                    |                    | XXX          |             |              | XXX                |                     |
| 50 Confidence in oneself                                       |                                                                    |                                         | XXX          |                    |                    | XXX          |             |              |                    |                     |
| <i>12. Achieving Socially Responsible Behavior</i>             |                                                                    |                                         |              |                    |                    |              |             |              |                    |                     |
| 51 Respect for the rights and properties of others             |                                                                    | IR1<br>IR4<br>IR6                       | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |
| 52 Recognize authority and follow instructions                 |                                                                    | IR3                                     | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |
| 53 Appropriate behavior in public places                       |                                                                    | IR3                                     | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |
| 54 Know important character traits                             |                                                                    | IR4<br>IR10                             |              |                    |                    | XXX          |             |              |                    |                     |
| 55 Recognize personal roles                                    |                                                                    |                                         |              |                    |                    | XXX          |             |              |                    |                     |
| <i>13. Maintaining Good Interpersonal Skills</i>               |                                                                    |                                         |              |                    |                    |              |             |              |                    |                     |
| 56 Listening and responding skills                             |                                                                    | CO2 WP8<br>CO13<br>WP5                  | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |
| 57 Establish and maintain close relationships                  |                                                                    |                                         |              |                    |                    | XXX          |             | XXX          |                    |                     |

| LCCE CURRICULUM AREA,<br>Competency, and Subcompetency | STREET<br>[COMMUNITY]<br>SURVIVAL SKILLS<br>CURRICULUM AND<br>TEST | BECKER<br>WORK<br>ADJUSTMENT<br>PROFILE | BLDG<br>MAIN | BUS<br>OFF<br>CLER | BUS<br>OFF<br>SERV | FOOD<br>SERV | GEN<br>CONS | HOSP<br>SERV | LAUN<br>DRY<br>CL | JOB<br>PLAC<br>TRAN |
|--------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------|--------------|--------------------|--------------------|--------------|-------------|--------------|-------------------|---------------------|
| 58 Make and maintain friendships                       |                                                                    |                                         |              |                    |                    | XXX          | XXX         |              | XXX               |                     |
| <b>14. Achieving Independence</b>                      |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 59 Strive toward self-actualization                    |                                                                    |                                         |              |                    |                    | XXX          |             |              | XXX               |                     |
| 60 Demonstrate self-organization                       |                                                                    | CO15<br>CO18<br>WP3<br>WP7<br>WP10      |              |                    |                    | XXX          |             |              |                   |                     |
| 61 Awareness of how one's behavior<br>affects others   |                                                                    | IR8                                     | XXX          |                    |                    | XXX          | XXX         |              |                   | XXX                 |
| <b>15. Making Adequate Decisions</b>                   |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 62 Locate and utilize sources of<br>assistance         |                                                                    | CO12<br>WP5<br>WP8                      |              |                    |                    | XXX          |             |              |                   | XXX                 |
| 63 Anticipate consequences                             |                                                                    |                                         | XXX          |                    |                    | XXX          |             |              |                   |                     |
| 64 Develop and evaluate alternatives                   |                                                                    |                                         |              |                    |                    | XXX          |             |              |                   |                     |
| 65 Recognize nature of a problem                       |                                                                    |                                         |              |                    |                    | XXX          |             |              |                   |                     |
| 66 Develop goal-seeking behavior                       |                                                                    |                                         | XXX          |                    |                    | XXX          |             |              |                   |                     |
| <b>16. Communicating with Others</b>                   |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 67 Recognize and respond to emergency<br>situations    |                                                                    | CO8                                     | XXX          |                    |                    | XXX          |             |              | XXX               | XXX                 |
| 68 Communicate with understanding                      |                                                                    | CO2<br>CO3<br>CO8<br>WP5<br>WP8         | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX               | XXX                 |
| 69 Know subtleties of communication                    |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
|                                                        |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |

| LCCE CURRICULUM AREA,<br><i>Competency</i> , and Subcompetency  | STREET<br>[COMMUNITY]<br>SURVIVAL SKILLS<br>CURRICULUM AND<br>TEST | BECKER<br>WORK<br>ADJUSTMENT<br>PROFILE | BLDG<br>MAIN | BUS<br>OFF<br>CLER | BUS<br>OFF<br>SERV | FOOD<br>SERV | GEN<br>CONS | HOSP<br>SERV | LAUN<br>DRY<br>CL | JOB<br>PLAC<br>TRAN |
|-----------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------|--------------|--------------------|--------------------|--------------|-------------|--------------|-------------------|---------------------|
| <b>OCCUPATIONAL GUIDANCE AND<br/>PREPARATION</b>                |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| <i>17. Knowing and Exploring<br/>Occupational Opportunities</i> |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 70 Identify remunerative aspects of work                        |                                                                    |                                         |              |                    |                    |              |             |              |                   | XXX                 |
| 71 Locate sources of occupational and<br>training information   |                                                                    |                                         |              |                    |                    |              |             |              |                   | XXX                 |
| 72 Identify personal values                                     |                                                                    |                                         | XXX          | XXX                | XXX                | XXX          |             |              | XXX               |                     |
| 73 Identify societal values                                     |                                                                    |                                         | XXX          | XXX                | XXX                | XXX          |             |              | XXX               |                     |
| 74 Classify jobs into occupational<br>categories                |                                                                    |                                         |              | XXX                | XXX                | XXX          |             |              |                   |                     |
| 75 Investigate local occupational and<br>training opportunities |                                                                    |                                         |              |                    |                    | XXX          |             |              |                   | XXX                 |
| <i>18. Selecting and Planning<br/>Occupational Choices</i>      |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 76 Make realistic occupational choices                          |                                                                    |                                         |              |                    |                    | XXX          | XXX         |              | XXX               | XXX                 |
| 77 Identify requirements of appropriate<br>and available jobs   |                                                                    |                                         | XXX          |                    |                    | XXX          | XXX         |              |                   | XXX                 |
| 78 Identify occupational aptitudes                              |                                                                    |                                         |              |                    |                    | XXX          | XXX         |              |                   |                     |
| 79 Identify major occupational interests                        |                                                                    |                                         |              |                    |                    | XXX          | XXX         |              |                   |                     |
| 80 Identify major occupational needs                            |                                                                    |                                         |              |                    |                    | XXX          | XXX         |              |                   |                     |
| <i>19. Exhibiting Appropriate Work<br/>Habits and Behavior</i>  |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 81 Follow directions and observe<br>regulations                 |                                                                    | CO13<br>IR3<br>IR7                      | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX               | XXX                 |
| 82 Recognize importance of attendance<br>and punctuality        |                                                                    | HA4<br>HA6                              | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX               | XXX                 |

| LCCE CURRICULUM AREA,<br><i>Competency, and Subcompetency</i> | STREET<br>[COMMUNITY]<br>SURVIVAL SKILLS<br>CURRICULUM AND<br>TEST | BECKER<br>WORK<br>ADJUSTMENT<br>PROFILE                                                                                                              | BLDG<br>MAIN | BUS<br>OFF<br>CLER | BUS<br>OFF<br>SERV | FOOD<br>SERV | GEN<br>CONS | HOSP<br>SERV | LAUN<br>DRY<br>CL. | JOB<br>PLAC<br>TRAN |
|---------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|--------------------|--------------|-------------|--------------|--------------------|---------------------|
| 83 Recognize importance of supervision                        |                                                                    | CO13<br>IR3<br>IR7<br>WP16                                                                                                                           | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |
| 84 Knowledge of occupational safety                           |                                                                    | WP15<br>WP16                                                                                                                                         | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |
| 85 Work with others                                           |                                                                    | IR2<br>IR4<br>IR5<br>IR10                                                                                                                            | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |
| 86 Meet demands for quality work                              |                                                                    | CO14<br>CO15<br>CO16<br>CO17<br>CO18<br>HA5<br>HA7<br>IR11<br>IR12<br>WP1<br>WP2<br>WP3<br>WP6<br>WP7<br>WP9<br>WP10<br>WP11<br>WP14<br>WP15<br>WP21 | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX                | XXX                 |

| LCCE CURRICULUM AREA,<br><i>Competency</i> , and Subcompetency | STREET<br>[COMMUNITY]<br>SURVIVAL SKILLS<br>CURRICULUM AND<br>TEST | BECKER<br>WORK<br>ADJUSTMENT<br>PROFILE | BLDG<br>MAIN | BUS<br>OFF<br>CLER | BUS<br>OFF<br>SERV | FOOD<br>SERV | GEN<br>CONS | HOSP<br>SERV | LAUN<br>DRY<br>CL | JOB<br>PLAC<br>TRAN |
|----------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------|--------------|--------------------|--------------------|--------------|-------------|--------------|-------------------|---------------------|
| 87 Work at a satisfactory rate                                 |                                                                    | WP4<br>WP13                             | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX               | XXX                 |
| <i>20. Seeking, Securing &amp; Maintaining<br/>Employment</i>  |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 88 Search for a job                                            |                                                                    |                                         | XXX          | XXX                | XXX                | XXX          | XXX         |              | XXX               | XXX                 |
| 89 Apply for a job                                             | TIME                                                               | CO4<br>CO5<br>CO6                       | XXX          | XXX                | XXX                | XXX          | XXX         |              | XXX               | XXX                 |
| 90 Interview for a job                                         |                                                                    |                                         | XXX          | XXX                | XXX                | XXX          | XXX         |              | XXX               | XXX                 |
| 91 Know how to maintain post-school<br>occupational adjustment |                                                                    |                                         |              |                    |                    |              |             |              |                   | XXX                 |
| 92 Knowledge of competitive standards                          |                                                                    |                                         | XXX          |                    |                    |              |             |              |                   |                     |
| 93 Adjust to changes in employment                             |                                                                    |                                         | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX               | XXX                 |
| <i>21. Obtaining Specific Occupational<br/>Skills</i>          |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 94 Demonstrate stamina and endurance                           |                                                                    | WP17<br>WP22                            | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX               | XXX                 |
| 95 Demonstrate satisfactory balance and<br>coordination        |                                                                    | HA8<br>WP20                             |              |                    |                    |              |             |              |                   |                     |
| 96 Demonstrate manual dexterity                                |                                                                    | WP18<br>WP19                            | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX               | XXX                 |
| 97 Demonstrate sensory discrimination                          | BASIC CONCEPTS                                                     | CO11                                    | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX               | XXX                 |
| <i>22. Obtaining Specific Occupational<br/>Skills</i>          |                                                                    |                                         |              |                    |                    |              |             |              |                   |                     |
| 98 Obtaining Specific Occupational<br>Skills                   |                                                                    |                                         | XXX          | XXX                | XXX                | XXX          | XXX         | XXX          | XXX               | XXX                 |

LCCEASOS CURR

**Appendix J**  
**LIFE CENTERED CAREER EDUCATION AND**  
**DISTRICT INITIATIVES OF READING, MATHEMATICS, & WRITING MATRIX**  
**WM. A. QUINONES, PH.D. - 1998**

Each Number Code on the LCCE corresponds to a subcompetency for which there are comprehensive lesson plans available. For example, Code 86 [Meets demands for quality work] corresponds to subcompetency 86 (Brolin, 1997). For the WAP, the Code Letters and Numbers refer to item numbers in the four areas: HA-Work Habits, IR-Interpersonal relationships, CO=Cognitive Skills, and WP-Work Performance (Becker, 1989).

| LCCE CURRICULUM AREA, Competency, and Subcompetency | STREET [COMMUNITY] SURVIVAL SKILLS CURRICULUM AND TEST | BECKER WORK ADJUSTMENT PROFILE | READING  | MATH     | WRITING  |
|-----------------------------------------------------|--------------------------------------------------------|--------------------------------|----------|----------|----------|
| <b>DAILY LIVING SKILLS</b>                          |                                                        |                                |          |          |          |
| <i>1. Managing Personal Finance</i>                 |                                                        |                                |          |          |          |
| 01 Identify money and make correct change           | MONEY                                                  | CO1<br>CO10                    |          | XXXXXXXX |          |
| 02 Make responsible expenditures                    | MONEY                                                  | CO1<br>CO10                    |          | XXXXXXXX |          |
| 06 Use banking services                             |                                                        | CO1<br>CO10                    |          |          | XXXXXXXX |
| <i>2. Selecting and Managing a Household</i>        |                                                        |                                |          |          |          |
| 08 Use basic appliances and tools                   | MEASUREMENTS<br>TOOLS<br>DOMESTIC<br>MANAGEMENT        | C09<br>WP14                    | XXXXXXXX | XXXXXXXX |          |
| 13 Grooming and hygiene                             | HEALTH, FIRST AID,<br>AND SAFETY                       | CO12<br>HA1<br>HA10            | XXXXXXXX |          |          |
| 15 Common illness, prevention, and treatment        | HEALTH, FIRST AID,<br>AND SAFETY                       | HA1<br>WP16                    | XXXXXXXX |          |          |
| 16 Practice personal safety                         | FUNCTIONAL SIGNS<br>HEALTH, FIRST AID,                 | WP15<br>WP16                   | XXXXXXXX |          |          |

|                                                             |                                                           |                        |                                 |          |          |          |
|-------------------------------------------------------------|-----------------------------------------------------------|------------------------|---------------------------------|----------|----------|----------|
|                                                             |                                                           | AND SAFETY             |                                 |          |          |          |
| 20                                                          | Purchase food                                             | DOMESTIC<br>MANAGEMENT | C01<br>CO10                     | XXXXXXXX | XXXXXXXX | XXXXXXXX |
| 27                                                          | Purchase clothing                                         |                        | C01<br>CO12                     | XXXXXXXX | XXXXXXXX | XXXXXXXX |
| <b>7. Establishing Responsible Citizenship</b>              |                                                           |                        |                                 |          |          |          |
| 33                                                          | Available community resources                             | FUNCTIONAL SIGNS       |                                 | XXXXXXXX |          |          |
| <b>9. Getting Around the Community</b>                      |                                                           |                        |                                 |          |          |          |
| 38                                                          | Traffic rules and safety                                  | FUNCTIONAL SIGNS       |                                 | XXXXXXXX |          |          |
| 39                                                          | Various means of transportation                           | PUBLIC SERVICES        | CO19                            | XXXXXXXX |          |          |
| 40                                                          | Find way around community                                 |                        | CO19                            | XXXXXXXX |          |          |
| <b>PERSONAL-SOCIAL SKILLS</b>                               |                                                           |                        |                                 |          |          |          |
| 68                                                          | Communicate with understanding                            |                        | CO2<br>C03<br>C08<br>WP5<br>WP8 | XXXXXXXX |          | XXXXXXXX |
| <b>OCCUPATIONAL GUIDANCE AND PREPARATION</b>                |                                                           |                        |                                 |          |          |          |
| <b>17. Knowing and Exploring Occupational Opportunities</b> |                                                           |                        |                                 |          |          |          |
| 70                                                          | Identify remunerative aspects of work                     |                        |                                 | XXXXXXXX |          |          |
| 71                                                          | Locate sources of occupational and training information   |                        |                                 | XXXXXXXX |          |          |
| 75                                                          | Investigate local occupational and training opportunities |                        |                                 | XXXXXXXX |          | XXXXXXXX |
| <b>18. Selecting and Planning Occupational Choices</b>      |                                                           |                        |                                 |          |          |          |
| 82                                                          | Recognize importance of attendance and punctuality        |                        | HA4<br>HA6                      |          | XXXXXXXX |          |
| <b>20. Seeking, Securing &amp; Maintaining</b>              |                                                           |                        |                                 |          |          |          |

|                                                   |                                        |                |                   |          |          |
|---------------------------------------------------|----------------------------------------|----------------|-------------------|----------|----------|
| <i>Employment</i>                                 |                                        |                |                   |          |          |
| 89                                                | Apply for a job                        | TIME           | CO4<br>CO5<br>CO6 | XXXXXXXX | XXXXXXXX |
| <i>21. Obtaining Specific Occupational Skills</i> |                                        |                |                   |          |          |
| 97                                                | Demonstrate sensory discrimination     | BASIC CONCEPTS | CO11              |          | XXXXXXXX |
| <i>22. Obtaining Specific Occupational Skills</i> |                                        |                |                   |          |          |
| 98                                                | Obtaining Specific Occupational Skills |                |                   |          |          |

LCCE-RM2 CURR

## Appendix K

### BECKER WORK ADJUSTMENT PROFILE-INDIVIDUAL STUDENT (Work Adjustment Profile, Becker 1989)

Revised: 11/09/99

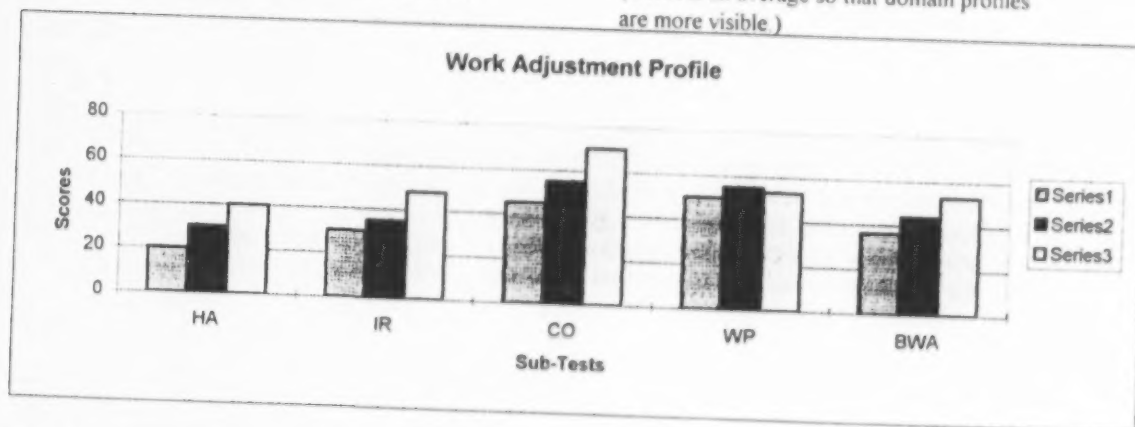
Date: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Sex: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
 Home School: \_\_\_\_\_ Race: \_\_\_\_\_

### RAW SCORE SCALE SUMMARY

|                             |     | RAW SCORE<br>BASELINE<br>[Series 1] | RAW SCORE<br>MID-TERM<br>[Series 2] | RAW SCORE<br>EOY-FINAL<br>[Series 3] |
|-----------------------------|-----|-------------------------------------|-------------------------------------|--------------------------------------|
| Work Habits                 | HA  | 20                                  | 30                                  | 40                                   |
| Interpersonal Relationships | IR  | 30                                  | 35                                  | 48                                   |
| Cognitive Skills            | CO  | 45                                  | 55                                  | 70                                   |
| Work Performance Skills     | WP  | 50                                  | 55                                  | 53                                   |
| Broad Work Adjustment       | BWA | 36.25                               | 43.75                               | 52.75                                |

(Domain Areas from Becker, 1989.)

(BWA is an average so that domain profiles are more visible.)



### CAREER DEVELOPMENT LEVEL

#### Expected Program Level

Community Competitive  
 Transitional Sheltered  
 Extended Workshop  
 Work Activity  
 Day Care

#### Competency Level

High  
 Moderately High  
 Aderquate  
 Moderately Low  
 Low

(Above program level terms from Becker, 1989 and McCarron-Dials Systems, 1991.)

# Appendix L

## STREET SURVIVAL SKILLS QUESTIONNAIRE-INDIVIDUAL PROFILE (Street Survival Skills Questionnaire, Linkenhoker & McCarron, 1979)

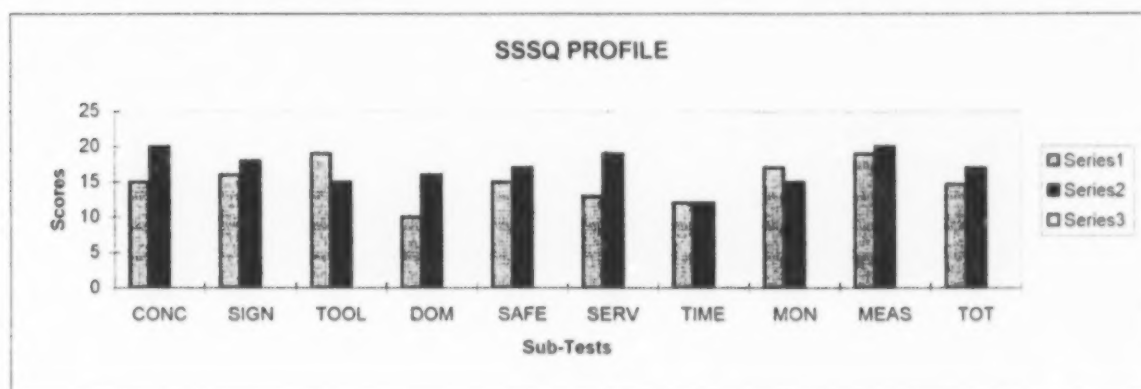
Revised:  
11/09/99

Date \_\_\_\_\_  
Last Name \_\_\_\_\_  
First Name \_\_\_\_\_  
Sex: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Home School: \_\_\_\_\_ Race: \_\_\_\_\_

### FULL SCALE SUMMARY-2-3rd YEAR

[OPTIONAL]

|                                                               |       | RAW SCORE<br>YEAR 1<br>[Series 1] | RAW SCORE<br>YEAR 2<br>[Series 2] | RAW SCORE<br>YEAR 3<br>[Series 3] |
|---------------------------------------------------------------|-------|-----------------------------------|-----------------------------------|-----------------------------------|
| =====                                                         | ===== | =====                             | =====                             | =====                             |
| BASIC CONCEPTS                                                | CONC  | 15                                | 20                                |                                   |
| FUNCTIONAL SIGNS                                              | SIGN  | 16                                | 18                                |                                   |
| TOOLS                                                         | TOOL  | 19                                | 15                                |                                   |
| DOMESTICS                                                     | DOM   | 10                                | 16                                |                                   |
| HEALTH & SAFETY                                               | SAFE  | 15                                | 17                                |                                   |
| PUBLIC SERVICES                                               | SERV  | 13                                | 19                                |                                   |
| TIME                                                          | TIME  | 12                                | 12                                |                                   |
| MONETARY                                                      | MON   | 17                                | 15                                |                                   |
| MEASUREMENTS                                                  | MEAS  | 19                                | 20                                |                                   |
| TOTAL-AVERAGE                                                 | TOT   | 14.63                             | 16.89                             |                                   |
| (Total is an average so that area profiles are more visible ) |       |                                   |                                   |                                   |
| TOTAL-ACTUAL                                                  |       | 136                               | 152                               |                                   |



### CAREER DEVELOPMENT LEVEL

| <u>Expected Program Level*</u>     | <u>Competency Level</u> | <u>SSSQ Raw Score Range*</u> |
|------------------------------------|-------------------------|------------------------------|
| Community Employment               | High                    | 179+                         |
| Transitional/Vocational Adjustment | Moderately High         | 156-178                      |
| Extended/Prevocational             | Adequate                | 124-155                      |
| Work Activity/Prevocational        | Moderately Low          | 105-123                      |
| Day Care/Basic Skills              | Low                     | 62-104                       |

(\* Linkenhoker & McCarron, 1979)

## Appendix M

### ACQUISITION OF SPECIFIC OCCUPATIONAL SKILLS-INDIVIDUAL STUDENT PROFILE DEVELOPED BY WM. A. QUINONES, PH.D., 10/11/98

Revised: 11/09/99

Date \_\_\_\_\_  
 Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Sex: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
 Home School: \_\_\_\_\_ Race: \_\_\_\_\_

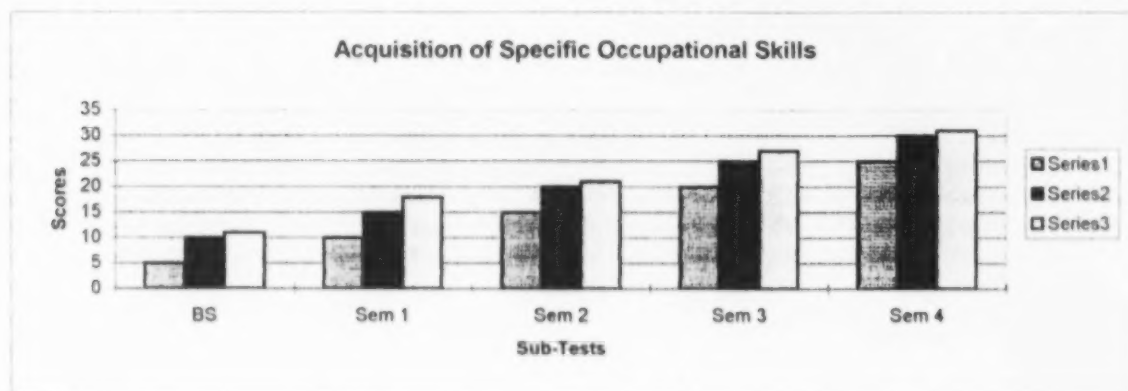
**SAMPLE**

#### CTED PROGRAM:

#### YEAR IN PROGRAM:

#### RAW SCORE SCALE SUMMARY

|                                  |       | RAW SCORE<br>Mid-Term<br>First Year<br>[Series 1] | RAW SCORE<br>Final<br>First Year<br>[Series 2] | RAW SCORE<br>Mid/Final<br>Year 2<br>[Series 3] |
|----------------------------------|-------|---------------------------------------------------|------------------------------------------------|------------------------------------------------|
| Prerequisite Skills/Basic Skills | BS    | 5                                                 | 10                                             | 11                                             |
| Semester 1                       | Sem 1 | 10                                                | 15                                             | 18                                             |
| Semester 2                       | Sem 2 | 15                                                | 20                                             | 21                                             |
| Semester 3                       | Sem 3 | 20                                                | 25                                             | 27                                             |
| Semester 4                       | Sem 4 | 25                                                | 30                                             | 31                                             |
| <b>TOTAL SCORES</b>              |       | <b>17.5</b>                                       | <b>22.5</b>                                    | <b>24.25</b>                                   |



#### EMPLOYABILITY STATUS LEVEL

##### Expected Program Level

Community Competitive  
 Transitional Sheltered  
 Extended Workshop  
 Work Activity  
 Day Care

##### Competency Level

High  
 Moderately High  
 Aderquate  
 Moderately Low  
 Low

(Above program level terms from Becker, 1989 and McCarron-Dial Systems, 1991 )

**Appendix N**  
**Annual goals and Short-Term Instructional Objectives**  
**For Individual Educational Plan (IEP)**

Page \_\_\_\_ of \_\_\_\_ Draft \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Accepted by ARD Committee \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Dallas Public Schools

Student: First Year-New Student

I.D.# \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School: Multiple Career Magnet Center

Grade: \_\_\_\_\_

Language of Delivery (if other than English): \_\_\_\_\_ ESL required yes no

IV Instructional Services: CTED Hospitality

Related Services (Specify): \_\_\_\_\_

Responsible Implementor (title only): Teacher

Goal Area: Develop skills that will enable students to obtain jobs in hotels or motels. Annual Goal: To master first year skills related to Hospitality Services.

| Short Term Objectives: The student will                                                  | Indicate Level of Mastery Criteria | Evaluation Procedure (A) | Schedule For Evaluation | Evaluation Codes (B) see below for codes and level of supervision. |      |      |      |      |      | Date |
|------------------------------------------------------------------------------------------|------------------------------------|--------------------------|-------------------------|--------------------------------------------------------------------|------|------|------|------|------|------|
|                                                                                          |                                    |                          |                         | Date                                                               | Date | Date | Date | Date | Date |      |
|                                                                                          |                                    |                          |                         | Code                                                               | Code | Code | Code | Code | Code |      |
| Demonstrate appropriate personal hygiene                                                 | 90%                                | 1,2,3,6,8                | 6 Weeks                 |                                                                    |      |      |      |      |      |      |
| Demonstrate ability to maintain appropriate personal appearance for the job              | 90%                                | 1,2,3,6,8                | 6 Weeks                 |                                                                    |      |      |      |      |      |      |
| Demonstrate ability accept supervision.                                                  | 90%                                | 1,2,3,6,8                | 6 Weeks                 |                                                                    |      |      |      |      |      |      |
| Demonstrate ability to follow school rules and participate in the classroom instruction. | 90%                                | 1,2,3,6,8                | 6 Weeks                 |                                                                    |      |      |      |      |      |      |
|                                                                                          |                                    |                          |                         |                                                                    |      |      |      |      |      |      |
|                                                                                          |                                    |                          |                         |                                                                    |      |      |      |      |      |      |
|                                                                                          |                                    |                          |                         |                                                                    |      |      |      |      |      |      |
|                                                                                          |                                    |                          |                         |                                                                    |      |      |      |      |      |      |

Transitional Goals and Objectives: Successful community placement and employment. Annual Goal: To continue development of a specific occupational skill.

| Short Term Objectives: The student will                                                            | Indicate Level of Mastery Criteria | Evaluation Procedure (A) | Schedule For Evaluation | Evaluation Codes (B) see below for codes and level of supervision. |      |      |      |      |      | Date |
|----------------------------------------------------------------------------------------------------|------------------------------------|--------------------------|-------------------------|--------------------------------------------------------------------|------|------|------|------|------|------|
|                                                                                                    |                                    |                          |                         | Date                                                               | Date | Date | Date | Date | Date |      |
|                                                                                                    |                                    |                          |                         | Code                                                               | Code | Code | Code | Code | Code |      |
| Be able to follow basic safety rules.                                                              | 90%                                | 1,2,3,6,8                | 6 Weeks                 |                                                                    |      |      |      |      |      |      |
| Demonstrate knowledge of vocabulary words related to Hospitality Services.                         | 90%                                | 1,2,3,6,8                | 6 Weeks                 |                                                                    |      |      |      |      |      |      |
| Be able to work with different cleaning supplies and equipment to clean hotel rooms and restrooms. | 90%                                | 1,2,3,6,8                | 6 Weeks                 |                                                                    |      |      |      |      |      |      |
| Be able to perform simple sewing techniques for repairs.                                           | 90%                                | 1,2,3,6,8                | 6 Weeks                 |                                                                    |      |      |      |      |      |      |

(A) Evaluation Procedure Codes: 1=Teacher-made Tests 2=Observations 3=Weekly Tests 4=Unit Tests 5=Student Conferences 6=Work Samples 7=Portfolios 8=Functional Assessments

(B) Evaluation Codes: 5=High Competence Level-Acquiring Skills 4=Moderately High 3=Adequate 2=Moderately Low Competence Level-Needs Adaptations 1=Low Competence Level-Unable to Perform

(B) Level of Supervision: 5=No Assistance 4=Minimal Assistance 3=Routine Assistance 2=Frequent Assistance 1=Constant Assistance

Goals and objectives for English as a second Language and/or primary language development shall be included for a limited English proficient student as appropriate. Criteria and schedule must allow for determining student's eligibility for participation in extracurricular activities. If, when school is not in session, the student will regress more than can be recouped in eight weeks on objectives circle "Y".

**Appendix O**  
**Annual goals and Short-Term Instructional Objectives**  
**For Individual Educational Plan (IEP)**

Page \_\_\_\_ of \_\_\_\_ Draft \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Accepted by ARD Committee \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Dallas Public Schools

Student: Second Year-Returning Student

I.D. # \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School: Multiple Career Magnet Center

Grade: \_\_\_\_\_

Language of Delivery (if other than English): \_\_\_\_\_ ESL required yes no

IV. Instructional Services: CTED Hospitality

Related Services (Specify): \_\_\_\_\_

Responsible Implementor (title only): Teacher

| Goal Area: Develop skills that will enable students to obtain jobs in hotels or motels.  |                                    |                          | Annual Goal: To master first year skills related to Hospitality Services. |                                                                    |      |      |      |      |      |      |
|------------------------------------------------------------------------------------------|------------------------------------|--------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------|------|------|------|------|------|------|
| Short Term Objectives: The student will                                                  | Indicate Level of Mastery Criteria | Evaluation Procedure (A) | Schedule For Evaluation                                                   | Evaluation Codes (B) see below for codes and level of supervision. |      |      |      |      |      | Date |
|                                                                                          |                                    |                          |                                                                           | Date                                                               | Date | Date | Date | Date | Date |      |
|                                                                                          |                                    |                          |                                                                           | Code                                                               | Code | Code | Code | Code | Code |      |
| Demonstrate ability to accept corrections.                                               | 90%                                | 1,2,3,6,8                | 6 Weeks                                                                   |                                                                    |      |      |      |      |      |      |
| Demonstrate ability to correct errors independently.                                     | 90%                                | 1,2,3,6,8                | 6 Weeks                                                                   |                                                                    |      |      |      |      |      |      |
| Request assistance when needed.                                                          | 90%                                | 1,2,3,6,8                | 6 Weeks                                                                   |                                                                    |      |      |      |      |      |      |
| Demonstrates ability to perform liquid measurements to within a 1/4 cup.                 | 90%                                | 1,2,3,6,8                | 6 Weeks                                                                   |                                                                    |      |      |      |      |      |      |
| Demonstrates ability to perform linear measurements to within 1/4 inch.                  | 90%                                | 1,2,3,6,8                | 6 Weeks                                                                   |                                                                    |      |      |      |      |      |      |
|                                                                                          |                                    |                          |                                                                           |                                                                    |      |      |      |      |      |      |
|                                                                                          |                                    |                          |                                                                           |                                                                    |      |      |      |      |      |      |
| Transitional Goals and Objectives: Successful community placement and employment.        |                                    |                          | Annual Goal: To continue development of a specific occupational skill.    |                                                                    |      |      |      |      |      |      |
| Short Term Objectives: The student will                                                  | Indicate Level of Mastery Criteria | Evaluation Procedure (A) | Schedule For Evaluation                                                   | Evaluation Codes (B) see below for codes and level of supervision. |      |      |      |      |      | Date |
|                                                                                          |                                    |                          |                                                                           | Date                                                               | Date | Date | Date | Date | Date |      |
|                                                                                          |                                    |                          |                                                                           | Code                                                               | Code | Code | Code | Code | Code |      |
| Demonstrate how to use proper cooking techniques so that food looks appetizing.          | 90%                                | 1,2,3,6,8                | 6 Weeks                                                                   |                                                                    |      |      |      |      |      |      |
| Demonstrate how to use food garnishes to make food look appetizing.                      | 90%                                | 1,2,3,6,8                | 6 Weeks                                                                   |                                                                    |      |      |      |      |      |      |
| Identify the proper cleaning equipment and supplies used to clean hotel and motel rooms. | 90%                                | 1,2,3,6,8                | 6 Weeks                                                                   |                                                                    |      |      |      |      |      |      |
| Set up a room for a banquet.                                                             | 90%                                | 1,2,3,6,8                | 6 Weeks                                                                   |                                                                    |      |      |      |      |      |      |

(A) Evaluation Procedure Codes: 1. Teacher-made Tests 2. Observations 3. Weekly Tests 4. Unit Tests 5. Student Conferences 6. Work Samples 7. Portfolios 8. Functional Assessments

(B) Evaluation Codes: 5. High Competence Level-Acquiring Skills 4. Moderately High 3. Adequate 2. Moderately Low Competence Level-Needs Adaptations 1. Low Competence Level-Unable to Perform

(B) Level of Supervision: 5=No Assistance 4=Minimal Assistance 3=Routine Assistance 2=Frequent Assistance 1=Constant Assistance

Goals and objectives for English as a second Language and/or primary language development shall be included for a limited English proficient student as appropriate. Criteria and schedule must allow for determining student's eligibility for participation in extracurricular activities. If, when school is not in session, the student will regress more than can be recouped in eight weeks on objectives circle "Y".